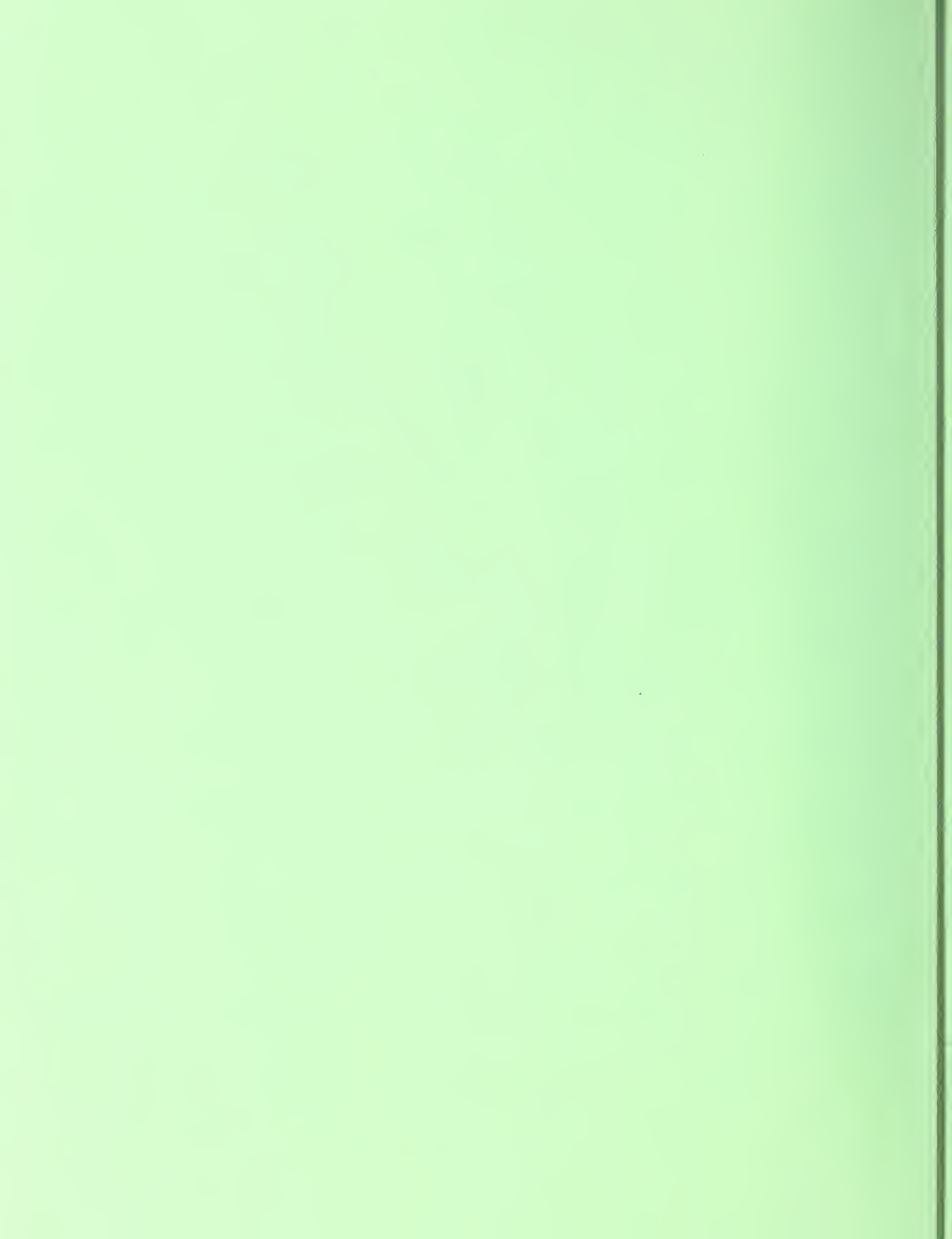


**Town of  
Reading  
Massachusetts**



**ANNUAL REPORT**

**2004**



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**Town of Reading  
16 Lowell Street  
Reading, MA 01867-2685**

**FAX: (781) 942-9071  
Email: [townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us)**

**TOWN MANAGER  
(781) 942-6643**

June, 2005

TO: Residents of the Town of Reading

Dear Resident:

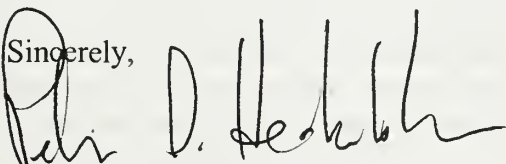
The following Annual Report for the Town of Reading for calendar year 2004 details the significant progress made during the year on a number of issues.

2004 was a good year in Reading.

- ◆ We increased our commitment to capital improvements, largely in the area of roads;
- ◆ We are financially solid, making investments in the Stabilization Fund and pension system;
- ◆ We completed the new Elementary School (Wood End), have another school renovation/construction scheduled for completion in the Summer of 2005 (Barrows), and the RMHS construction/renovation is well under way;
- ◆ We are investing in our water utility infrastructure through implementation of a plan for improving the water distribution system, upgrading the water treatment system, and purchasing alternative water supply from the MWRA to lessen Summertime dependence on the Ipswich River basin;
- ◆ We are investing in our sewer utility through Town funding and grants and 0% interest loans to reduce Inflow and Infiltration in the system.

For those who have need for this detailed information, we hope this information will be complete and valuable for you. It provides a good historical record of what has happened in the Town of Reading in calendar year 2004.

Any questions, suggestions, or comments that you may have with regard to this report, or to the provision of the services within the community are very much appreciated. You can address them to me at [townmanager@ci.reading.ma.us](mailto:townmanager@ci.reading.ma.us), or call at 781-942-6643.

Sincerely,  


Peter I. Hechenbleikner  
Town Manager

PIH:lm

## FINANCE AND ACCOUNTING DEPARTMENT

### Accounting

The Accounting Department is responsible for ensuring that all financial transactions of the Town are in compliance with legal requirements, and are properly recorded on a timely basis. Additionally, the Accounting Department maintains all financial records of the Town in order to develop all of the financial reports and schedules that are required to provide meaningful and accurate information for decision making.

The Town used the auditing firm of Melanson & Heath for its FY 2004 audit. Management letter recommendations for more internal auditing and attention to regulations for processing receipts have been followed.

### Assessment

Assessment of property is the first step in the process of tax revenue collection for the Town of Reading. The Assessment Division's function is to provide for the fair and equitable assessment of all taxable real and personal property. FY 2005 was the triennial revaluation year when values must be certified by the State Department of Revenue. Informal hearings were held to answer the questions of property owners' regarding their values. There were 87 applications for abatement filed. This is a small percentage given that there are 8500+ parcels of real estate in Reading.

The tax rate for Fiscal 2005 was set at \$12.57 per thousand, an increase of \$.34 per thousand over the Fiscal 2004 rate of \$12.23 per thousand. The total assessed value of all of the 8,500+ properties for Fiscal 2005 is \$3,362,233,820. The tax rate went up largely because of Wood End and High School debt exclusions from Proposition 2½ which were approved by the voters on February 25, 2003. The average single family house in Reading is now valued at \$419,900, an increase of \$28,500 over the FY 2004 average single family house. This increase in value reflects calendar 2003 sales.

The breakdown of Reading property values is as follows:

Residential	\$3,139,161,400	93.365%
Commercial	186,339,900	5.542%
Industrial	23,298,000	.693%
Personal	13,434,520	.399%

Since the Town's residential property is over 93% of the value, the Board of Assessors again recommended and the Board of Selectmen concurred that it is wise to keep the tax rate the same for all classes of property. Shifting of the tax burden to commercial properties would be a large burden to the businesses, with little tax relief for individual property owners. At the classification hearing, the Board of Selectmen also decided not to shift the tax burden within the residential class to non-residential owners, or to adopt a small commercial property exemption.

### **Collection of Taxes**

In Fiscal 2004, the Town Collection Office reduced the total of deferred, liened and delinquent taxes by \$122,000 to \$561,000. Deferred taxes accounted for 19% of the total and will be collected upon the sale of the property. Only 1.47% of the tax levy was outstanding which is a drop from 2.09% in Fiscal 2003.

Lien Certificate activity slowed in Fiscal 2004 as interest rates began to increase. Approximately 1,700 certificates were processed which netted \$43,856 to the general fund, down from 3,100 certificates and \$78,000 in receipts in FY 2003. Excise tax collections were \$2,823,284, an increase of \$153,318 over Fiscal Year 2003. The non-renewal of licenses and registrations at the State Registry of Motor Vehicles when excise taxes are delinquent is a very effective tool in excise collections.

### **Technology**

The Technology Division serves all Town Departments including those at Town Hall, School, Library, Fire, Police and the Senior Center. The Town's web page has been updated with current information such as the values of Town properties. The address for those who would like to access it is: <http://www.ci.reading.ma.us>

### **Human Resources**

The Finance Department includes the Human Resources Division for the Town under the direction of the Town Manager, and for the School Department under the direction of the School Superintendent. Retiree and Light Department issues are also handled.

Employee benefits administered through the division consist of health insurance, deferred compensation, cafeteria benefits, disability insurance, sick leave bank, workers' compensation, employee assistance program and personal leave. Workers' Compensation and Health Insurance are premium based programs through the Massachusetts Inter-Local Insurance Association. Blue Cross/Blue Shield products offered to Town employees and retirees experienced a 7.2% increase in rates on March 1, 2004 and an 18.5 % increase on March 1, 2005. The Health Insurance Advisory Committee and Finance Department staff are researching the reasons for the large increase.

### **Treasurer**

Interest earnings rates for general fund accounts ranged from .35% to 2.5% for FY 2004. Total investment income on the general fund was \$476,745, an increase of \$203,270 over FY 2003 interest earnings.

In January 2005, the Town borrowed \$8,686,000 in temporary borrowing in the form of one year Bond Anticipation Notes (BANS). The rate was 3.25% with a premium of \$84,909.03. School Building Assistance in the amount of \$6,180,000 was paid in cash up front for the two elementary schools, eliminating the need to borrow those amounts. Wood End School BANS were issued in the amount \$3,338,019, and Barrows School BANS in the amount of \$3,700,981. High School BANS were rolled over in the amount of \$650,000 as were BANS for water mains at Birch Meadow (\$487,000) and BANS for water mains on Summer Avenue (\$510,000).



The Town also sold \$6,480,000 in twenty year bonds for the Wood End School (\$3,065,000), Barrows School (\$2,415,000) and the Water Treatment Plant (\$1,000,000). The interest rate was 3.89% with a premium of \$50,335. This debt is for the Town's share of funding the school building projects. Except for a small part of the Wood End debt, it will be funded through the tax rate. (It is not excluded from Prop 2½.)

### **Trust Funds**

The Town's Trust Fund Commissioners continued to administer the Reading Response Program which provides health services to needy citizens of Reading. At the suggestion of the Commissioners, the Selectmen appointed a committee to determine whether a facility could be built with the approximately \$4,000,000 in the Trust as seed money. This action would carry out the original purpose of the hospital trusts. A total of \$146,529 was dispersed from the Hospital Trust Funds in FY 2004 to aid Reading's citizens. The investment income earned on the hospital trusts was \$183,628.

Disbursements from the Library Trust Funds amounted to \$271 in FY 2004 for items voted by the Library Trustees for library purposes. Scholarships and awards to students from the income of Scholarship Trusts were in the amount of \$10,127. Cemetery bequests were \$69,260 in FY 2004 with \$105,000 transferred to the Town for cemetery upkeep. The Cemetery Trust Funds earned \$134,800 in investment income.

The Trust Fund Commissioners, by law, may invest trust funds in stocks and bonds as well as money market funds. Through the Commissioners' expertise and good judgment, the total portfolio earned \$354,262, or an average of approximately 5% on a cash basis.

Respectfully submitted,

Beth Klepeis, Finance Director

Richard Foley, Town Accountant

Town of Reading, Massachusetts  
Combining Statement of Revenues, Expenditures and Changes in Fund Balance  
Trust Funds  
Year ended June 30, 2004

	<u>Balance July 1, 2003</u>		<u>Receipts</u>		<u>Disbursements</u>	<u>Balance June 30, 2004</u>	
	Non- expendable \$	Expendable \$	Bequests and Contributions \$	Investment Income \$	Expenditures \$	Non- expendable \$	Expendable \$
<b><u>Cemetery Funds:</u></b>							
Charles Lawn	348,829	155,127	25,010	25,781	19,950	373,839	160,958
Forest Glen	610,734	536,726	13,970	57,347	44,100	624,704	549,973
Laurel Hill	287,310	419,967	100	35,037	27,300	287,410	427,704
Wood End	297,920	19,999	30,180	16,635	13,650	328,100	22,984
Total Cemetery Funds	1,544,793	1,131,819	69,260	134,800	105,000	1,614,053	1,161,619
<b><u>Hospital Funds:</u></b>							
Stephen Foster	3,872	67,902	—	3,579	—	3,872	71,481
Anne S. Grouard	75,000	1,767,510	—	90,205	80,254	75,000	1,777,461
Gilman L. Parker	35,000	1,803,157	35	89,844	66,275	35,000	1,826,761
Total Hospital Funds	113,872	3,638,569	35	183,628	146,529	113,872	3,675,703
<b><u>Library Funds:</u></b>							
Appleton / Mansfield	11,000	497	—	574	—	11,000	1,071
Edward Appleton	5,000	3,737	—	429	271	5,000	3,895
R / M Babcock	3,598	1,578	—	258	—	3,598	1,836
Stephen Foster	12,000	8,621	—	1,028	—	12,000	9,649
Charles Torrey	1,000	4,117	—	255	—	1,000	4,372
Donald Tuttle	500	1,858	—	118	—	500	1,976
James and Freda Rawstron	1,613	774	—	120	—	1,613	894
Elaine and George Long	5,000	803	—	290	—	5,000	1,093
Barbara Hewitt	8,952	3,217	—	607	—	8,952	3,824
Total Library Funds	48,663	25,202	—	3,679	271	48,663	28,610
<b><u>Scholarship Funds:</u></b>							
James E. Biller	—	5,836	—	267	2,000	—	4,103
Kenneth Brown	1,000	4,757	—	287	25	1,000	5,019
Nathaniel Hill	1,500	281	—	87	200	1,500	168
No. Residents Association	11,370	582	—	586	350	11,370	818



Town of Reading, Massachusetts  
Combining Statement of Revenues, Expenditures and Changes in Fund Balance  
Trust Funds  
Year ended June 30, 2004

	<u>Balance July 1, 2003</u>		<u>Receipts</u>		<u>Disbursements</u>	<u>Balance June 30, 2004</u>	
	<u>Non- expendable</u>	<u>Expendable</u>	<u>Bequests and Contributions</u>	<u>Investment Income</u>	<u>Expenditures</u>	<u>Non- expendable</u>	<u>Expendable</u>
	\$	\$	\$	\$	\$	\$	\$
Gilman L. Parker	5,000	3,614	—	403	1,000	5,000	3,017
Torre	—	5,543	—	267	400	—	5,410
Carl Sawyer	5,000	2,393	—	348	500	5,000	2,241
Hal Croft	5,687	96	—	285	300	5,687	81
Florence Nichols	16,680	3,187	—	967	2,000	16,680	2,154
Dennis Lahane	28,357	740	400	1,445	1,500	28,757	685
James Klepels	15,000	239	—	750	800	15,000	189
Joan Clifford	—	—	4,540	53	1,052	1,000	2,541
<u>Exemplary Teacher Award:</u>							
Arnold Berger	6,856	2,006	—	443	—	6,856	2,449
<u>Education Loan Fund:</u>							
Winthrop Parker	17,401	—	—	838	—	18,239	—
Total Education Funds	113,851	29,274	4,940	7,026	10,127	116,089	28,875
<u>Veterans:</u>							
Veterans' memorial	72,526	7,420	10,710	4,411	4,054	83,236	7,777
<u>Elder Services:</u>							
Avis E. Schroeder	10,000	11,509	—	1,072	12	10,000	12,569
Dorothy Burbank	—	298,453	—	14,478	19,917	—	293,014
<u>Celebration:</u>							
General	—	36,170	—	1,804	—	—	37,974
400 th celebration	—	9,264	—	462	—	—	9,726
<u>Historical Preservation:</u>							
General	—	28,623	1,547	1,372	5,000	—	26,542
400 th celebration	—	9,245	—	461	—	—	9,706
<u>Historical Commission</u>	—	20,819	—	1,038	—	—	21,857
<u>Conservation:</u>	—	2,987	—	31	180	—	2,838
<u>Municipal Light Pension</u>	—	8,205,635	631,645	288,320	846,600	—	8,279,000
	\$	\$	\$	\$	\$	\$	\$
	1,903,705	13,454,989	718,137	642,582	1,137,690	1,985,913	13,595,810
Total Trust Funds							

**TOWN OF READING  
REPORT OF THE COLLECTOR**

**12 MONTHS ENDING JUNE 30, 2004**

**2004 REAL ESTATE**

Committed 2003	38,180,936.98	
Refunds	182,507.59	
Interest and Costs Collected	45,029.19	
Abatements and Exemptions		155,848.27
Paid to Treasurer		37,956,244.93
Subsequent Tax Title		74,655.60
Deferred Taxes		16,206.54
Uncollected June 30, 2004		205,518.42
	<u>38,408,473.76</u>	<u>38,408,473.76</u>

**2003 REAL ESTATE**

Balance June 30, 2003	241,435.77	
Refunds	82,649.72	
Interest and Costs Collected	31,164.97	
Abatements		320.57
Paid to Treasurer		328,252.70
Uncollected June 30, 2004		26,677.19
	<u>355,250.46</u>	<u>355,250.46</u>

**2004 PERSONAL PROPERTY**

Committed 2003	214,714.00	
Refunds	57.31	
Interest and Costs Collected	310.51	
Abatements		24.46
Paid to Treasurer		211,782.84
Uncollected June 30, 2004		3,274.52
	<u>215,081.82</u>	<u>215,081.82</u>

### 2003 PERSONAL PROPERTY

Balance June 30, 2003	5,153.18	
Refunds	221.03	
Interest and Costs Collected	132.2	
Abatements		
Paid to Treasurer		1166.6
Uncollected June 30, 2004		4,339.81
	<u>5,506.41</u>	<u>5,506.41</u>

### 2004 MOTOR VEHICLE EXCISE

Committed 2004	2,560,278.14	
Refunds	23,123.15	
Interest and Costs Collected	9,738.95	
Abatements		112,197.01
Paid to Treasurer		2,386,315.84
Uncollected June 30, 2004		94,627.39
	<u>2,593,140.24</u>	<u>2,593,140.24</u>

### 2003 MOTOR VEHICLE EXCISE

Balance June 30, 2003	106,370.23	
Committed 2003-2004	428,751.70	
Refunds	41,135.85	
Interest and Costs Collected	9,607.55	
Abatements		62,688.04
Paid to Treasurer		488,782.53
Uncollected June 30, 2004		34,394.76
	<u>585,865.33</u>	<u>585,865.33</u>

### 2002 MOTOR VEHICLE EXCISE

Balance June 30, 2003	36,401.76	
Committed 2003-2004	4,825.64	
Refunds	2,888.42	
Interest and Costs Collected	7,691.67	
Abatements		3,931.86
Paid to Treasurer		33,160.17
Uncollected June 30, 2004		14,715.46
	<u>51,807.49</u>	<u>51,807.49</u>

### 2001 MOTOR VEHICLE EXCISE

Balance June 30, 2003	17,342.30	
Committed 2003-2004	159.17	
Refunds	137.38	
Interest and Costs Collected	3,411.05	
Abatements		58.75
Paid to Treasurer		10,045.05
Uncollected June 30, 2002		10,946.10
	<u>21,049.90</u>	<u>21,049.90</u>

### OLD EXCISE PRIOR TO 2001

Balance June 30, 2003	125,600.51	
Interest and Costs Collected	3,093.32	
Paid to Treasurer		6004.68
Uncollected June 30, 2004		122,689.15
	<u>128,693.83</u>	<u>128,693.83</u>

### WATER CHARGES

Balance June 30, 2003	566,917.96	
Committed 2003-2004	3,170,987.63	
Charges	150.00	
Refunds	1,079.62	
Abatements		3,137.43
Paid to Treasurer		2,789,173.69
Discount for Timely Payments		262,877.01
Added to 2004 Taxes		84,609.13
Uncollected June 30, 2004		599,337.95
	<u>3,739,135.21</u>	<u>3,739,135.21</u>

### SEWER CHARGES

Balance June 30, 2003	774,760.76	
Committed 2003-2004	3,832,085.86	
Refunds	999.66	
Abatements		7,821.26
Paid to Treasurer		3,437,211.73
Discount for Timely Payments		323,071.43
Added to 2004 Taxes		112,282.76
Uncollected June 30, 2004		727,459.10
	<u>4,607,846.28</u>	<u>4,607,846.28</u>

**ADDITIONAL WATER CHARGES**  
**(SPMS, SPCS-SPRINKLERS)**

Balance June 30, 2003	348.52	
Committed 2003-2004	29,164.23	
Refunds		
Paid to Treasurer		26,446.76
Added to 2004 Taxes		35.50
Uncollected June 30, 2004		3,030.49
	<u>29,512.75</u>	<u>29,512.75</u>

**PERMITS**

Permits Issued		
Building	380,410.35	
Electric	67,845.00	
Gas	8,149.00	
Plumbing	16,885.00	
School	117,659.63	
Paid to Treasurer	<u>590,948.98</u>	<u>590,948.98</u>

**CERTIFICATES OF MUNICIPAL LIENS**

Certificates Issued	43,856.00	
Paid to Treasurer	<u>43,856.00</u>	<u>43,856.00</u>

**BETTERMENTS ADDED TO TAXES**

Committed 2004	8,852.73	
Paid to Treasurer	<u>8,852.73</u>	<u>8,852.73</u>



TOWN OF READING  
REAL ESTATE ABATEMENTS  
FOR PERIOD 01/01/2004 TO 12/31/2004

45	5	BAKER ANNA P	SUMMER AVE	495.32	03Mar2004
61	6	BAYLIS JONNY	MARK AVE	165.11	30Mar2004
109	6	BREEN FRANCIS L TRUSTEE	GLEASON RD	459.85	03Mar2004
176	5	CHABANE SID A	SANBORN LN	172.44	04May2004
239	6	CROOKER TODD D	SUSAN DR	705.67	23Mar2004
242	1	CROWLEY PATRICIA A	AUDUBON RD	250.72	04May2004
299	5	DISANTO AUDREY E	EDGEMONT AVE	116.19	04May2004
371	3	FERREIRA ANTONIO A	LEE ST	277.62	27Jul2004
394	4	FOY FREDERICK W	EVERGREEN RD	798.62	18Feb2004
395	5	FRANZOSA PATRICK J	SUMMER AVE	161.44	30Mar2004
401	1	FULCHINI SALVATORE	FRANKLIN ST	171.22	09Mar2004
402	3	FULLER DEBRA M	AVALON RD	730.13	04May2004
410	2	GANGE PAUL	GREY COACH RD	8,450.93	27Jan2004
423	2	GERARD E WELCH INC	PIERCE ST	1,799.29	11Aug2004
522	5	HOVEY JUDITH BLAIR	VIRGINIA CIR	332.66	04May2004
552	2	JENSEN CHARLES W	HAVERHILL ST	472.08	16Mar2004
574	2	KEARNS ELLEN C	BEAVER RD	491.65	04May2004
622	3	LAURIA MICHAEL A	AVALON RD	660.42	04May2004
627	5	LEASURE PATRICIA A	JAMES RD	309.42	13Apr2004
641	6	LIBBY HENRY T	RACHEL RD	90.50	22Apr2004
752	7	MESSECK FREDERICK S	WOODBINE ST	2,241.76	04May2004
799	7	NEARY DOUGLAS J	VILLAGE ST	282.51	27Jan2004
828	2	OAKES DUKE	PROSPECT ST	653.08	04May2004
924	1	RICHARDS THOMAS C	CHESTNUT RD	435.39	30Mar2004
975	6	SCHELLENBACH RICHARD R	WHITEHALL LN	157.77	07Apr2004
1,037	1	STITT BARBARA J	DEERING ST	73.38	04May2004
1,054	4	SWANSON CARL	BUCKSKIN DR	461.07	23Mar2004
1,095	6	TURENNE LEO F	TRACK RD	304.53	27Jan2004
1,148	4	WIDZINSKI MARK C	HILLCREST RD	214.03	04May2004
1,166	2	WU JIONG	CRITERION ST	216.47	09Mar2004

2004 ABATEMENTS: 30

AMOUNT: 22,151.27

**TOWN OF READING, MASSACHUSETTS**

**Annual Financial Statements**

**For the Year Ended June 30, 2004**

# **TOWN OF READING, MASSACHUSETTS**

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# MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS  
MANAGEMENT ADVISORS

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## INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen  
Town of Reading, Massachusetts

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Reading, Massachusetts, as of and for the year ended June 30, 2004, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Reading's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Reading, as of June 30, 2004, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis, appearing on the following pages, and the supplementary information, on pages 39 through 42, are not a required part of the basic financial statements but are supplementary information required by the *Governmental Accounting Standards Board*. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Reading's basic financial statements. The combining

financial statements as listed in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued a report dated September 3, 2004 on our consideration of the Town's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal controls over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal controls over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

*Melanson Heath + Company P.C.*

Andover, Massachusetts  
September 3, 2004



**Town of Reading, Massachusetts**  
**Management's Discussion and Analysis**  
**Required Supplementary Information**  
**For the Fiscal Year Ended June 30, 2004**

The Town of Reading (Town) is located about 12 miles northwest of Boston. The Town occupies a land area of 9.85 square miles and, based on the 2000 Federal Census, has a population of 23,708. Wealth values and housing values exceed those of the Commonwealth of Massachusetts by a significant margin. The Town is predominantly a bedroom community, with 93.7% of its assessed value derived from residential property.

An initiative state statute, commonly known as "Proposition 2 ½", limits the amount of property taxes that the Town can assess in any year. In general, the Town's property tax levy may increase by 2 ½ percent over the prior year's tax levy, plus any additional amount derived by new development or other changes made to existing property. If a community wishes to levy taxes above the limitations imposed by "Proposition 2 ½", it is necessary to obtain the approval of a majority of the voters at an election.

Property taxes represented 67.7% of the resources available to fund the fiscal year 2004 general fund budget. In addition to property taxes, state aid plays a significant role in funding the Town's operating budget. State aid represented 20.4% of the resources available to fund the fiscal year 2004 general fund budget. The services funded within the Town's operating budget include education in grades K-12, police and fire protection, solid waste collection and disposal, street maintenance and library services. The Town also provides water, sewer and electric services as self-supported enterprise funds.

#### **General Fund Budgetary Highlights**

Due to the Commonwealth of Massachusetts' precarious financial condition, the Town anticipated a substantial reduction in state aid. In order to maintain services at current levels and provide funding for road improvements, the voters were asked to allow the Town to increase property taxes by \$4,500,000 over the limitation imposed by "Proposition 2 ½". On April 8, 2003 the voters passed this proposal by 4,249 to 3,190. Subsequently, the operating budget was balanced to projected revenues and presented to Town Meeting.

The legislative body of the Town is a representative Town Meeting consisting of one hundred and ninety two members elected to represent eight precincts. Town Meeting's function is to deliberate and act on budgetary matters. The budget adopted by Town Meeting in April 2003 was based upon the projected state aid distribution proposed by the Governor in January 2003. The budget enacted by the Commonwealth of Massachusetts in June 2003 increased the Town's state aid allocation by approximately \$825,000. Based upon revised revenue projections, on November 10, 2003 Town Meeting voted to establish a stabilization fund for \$700,000.

In May 2004, Town Meeting funded various budget deficits, including a \$116,000 overrun in the snow and ice control budget. These deficits were offset through reductions in existing appropriations and the use of \$293,615 of unreserved fund balance ("certified free cash").

The operating budget, as amended, anticipated that estimated revenues would exceed appropriations by \$54,565. During the year, however, revenues on a cash basis exceeded budgetary estimates by \$1,307,542 and charges to appropriations were less than budgetary estimates by \$1,046,331, thus increasing the Town's reserves.

However, \$650,000 of the \$1,046,331 was generated through a directive to the Town issued by the Commonwealth of Massachusetts' Department of Revenue (DOR) dated September 21, 2004. In the opinion of the DOR, the School Committee did not have the authority to charge certain capital outlay expenditures to its budget without Town Meeting's approval. Although the Town does not agree with the DOR opinion, the financial statements, as presented, comply with the DOR's directive. In effect, payments originally charged to the operating budget were charged to the capital projects. In November 2004, to accomplish what was originally intended, the School Committee will request additional funding for these projects in the amount of \$650,000.

#### **Redevelopment and Closure of the Landfill Site**

When the Town sold its landfill site to Dickinson Development Corporation (Dickinson) of Quincy, Massachusetts for \$3,000,000 in March 2003, Dickinson assumed the financial responsibility for the closure of the landfill in coordination with its development of the property. In accordance with an Administrative Consent Order agreement

between the Town, Dickinson and the Massachusetts Department of Environmental Protection, the Town retains contingent liability for the closure of the landfill. However, Dickinson provided the Town with a \$3,000,000 letter of credit in the event that there is a failure on the part of Dickinson to properly close the landfill. The Administrative Consent Order also requires Dickinson to make an annual contribution of \$37,000 for the costs incurred to monitor and maintain the landfill site for up to thirty years after the landfill cover is installed.

Compliant with the Administrative Consent Order, the Town established an enterprise fund with the proceeds from the sale of the property to ensure funding for the closure of the property. Subject to the Massachusetts Department of Environmental Protection approval, the proceeds from the sale of the property will be transferred to the Town's sale of real estate fund as Dickinson reaches certain benchmarks. In April 2004 the Town received authorization from the Department of Environmental Protection to transfer \$750,000 from the landfill closure and postclosure enterprise fund to the Town's sale of real estate fund.

## Overview of the Financial Statements

The Governmental Accounting Standards Board (GASB) establishes accounting principles for state and local governments. The Town's financial statements for the year ended June 30, 2004 are prepared and presented using the guidelines established by the GASB.

The electric enterprise fund is governed by the elected Reading Municipal Light Board and has issued a separate financial report dated December 31, 2003. As the Reading Municipal Light Department is legally a part of the Town, its financial statements have been incorporated with the financial data of the Town and presented in this report. Although legally separate from the Town, the Reading Contributory Retirement Board (Retirement Board) has a significant relationship with the Town and is included in the Town's financial statements.

The Town's financial statements consist of the following four sections:

- **Management's Discussion and Analysis** – An introduction to the basic financial statements that is intended to be an easily read analysis of the Town's financial activities based on currently known facts, decisions or conditions.
- **Basic Financial Statements** – This section of the report includes government-wide financial statements, fund financial statements and notes to the financial statements. The government-wide financial statements present the financial position and activities of the Town as a whole using accounting methods similar to those used by private-sector companies. The fund financial statements present financial information on specific activities of the Town. Funds are classified as major and nonmajor funds. The general fund, Reading Memorial High School capital project fund, Wood End Elementary School capital project fund, electric enterprise fund and the water enterprise fund are major funds and are reported separately in the fund statements. Nonmajor funds are reported in the aggregate in a separate column. The notes to the financial statements provide additional disclosures to the information presented in the financial statements.
- **Required Supplementary Information** – This section of the report includes financial information that is not part of the basic financial statements but is required by accounting principles generally accepted in the United States of America (GAAP). It includes a budgetary comparison schedule for the general fund and schedules related to the funding progress of the Retirement Board.
- **Combining Financial Statements** – This section of the report is not required by GAAP but is presented as supplementary information. Nonmajor governmental funds are presented in more detail and the sewer and landfill closure and postclosure enterprise funds are displayed individually.

## Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances. These statements include all assets and liabilities of the Town, with the exception of assets that cannot be used to fund the Town's programs. The financial effect of transactions and events are recognized when they occur (accrual basis of accounting), regardless of when cash is received or paid. There are two government-wide financial statements:

- **Statement of Net Assets** – The statement on page 11 presents information on all of the Town's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.



- **Statement of Activities** – The statement on page 12 presents information showing how the Town's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and buyback of accumulated sick leave).

The government-wide financial statements have separate columns for governmental activities and business-type activities. The Town's activities are classified as follows:

- **Governmental Activities** – Activities reported here include education, public safety, public works, library and general administration. Property taxes, motor vehicle excise taxes, federal, state and other local revenues finance these activities.
- **Business-type Activities** – Activities reported here include water supply and distribution, sewer disposal and electricity. User fees, charged to the customers receiving these services, finance these activities.

### Fund Financial Statements

The fund financial statements present financial information on specific activities of the Town. Funds are accounting devices that the Town uses to keep track of specific sources of funding and spending for particular purposes. The Town's funds can be divided into three categories:

- **Governmental Funds** – The statements on pages 13-14 cover the same activities that are reported in the governmental activities of the government-wide financial statements. The accounting basis and the measurement focus used in these statements, however, are not the same as the ones used in the government-wide financial statements. The governmental funds statements focus on current year accountability, as well as on the resources available at the end of the fiscal year.
- **Proprietary Funds** – The statements on pages 17-19 cover the same activities that are reported in the business-type of the government-wide financial statements. The accounting basis and the measurement focus used in these statements is the same as the ones used in the government-wide financial statements. However, these statements provide more detail and additional information, such as cash flow, on the Town's water, sewer, electric and landfill closure enterprise funds than the government-wide financial statements.
- **Fiduciary Funds** – The statements on pages 20-21 cover activities that are excluded from the Town's government-wide financial statements because the Town cannot use these assets to finance its operations. Assets accumulated by the Light Department and Retirement Board to fund employee pension benefits are reported in this section of the report, as well as assets held in which the Town acts solely as a trustee or agent for the benefit of others.

### Reconciliation of Government-wide Financial Statements to Fund Financial Statements

The governmental activities of the government-wide financial statements and the governmental funds of the fund financial statements do not use the same accounting basis and measurement focus. Capital assets and long-term liabilities are not included on the balance sheet of the governmental funds, but they are on the statement of net assets. Capital assets are recorded as expenditures when they are purchased in the governmental funds and depreciated over the useful life in the government-wide financial statements. There are two schedules on pages 15-16 that provide a crosswalk from the government-wide financial statements to the governmental funds of the fund financial statements:

- Reconciliation of the balance sheet of the governmental funds to the statement of net assets
- Reconciliation of the statement of revenues and expenditures and changes in fund balances of the governmental funds to the statement of activities

The reconciliation of government-wide financial statements to enterprise funds or fiduciary funds of the fund financial statements is not necessary. The business-type activities of the government-wide financial statements and the enterprise funds use the same accounting basis and measurement focus. The fiduciary funds are not included in the government-wide financial statements.

## Financial Analysis of the Government-wide Financial Statements

### Net Assets

Net assets may serve over time as a useful indicator of a government's financial position. However, the net assets of governmental activities should be viewed independently from business-type activities. Resources of the governmental activities are not used to finance costs related to business-type activities. Revenues of the business-type activities are generally used to finance the operations of the water, sewer and electric enterprise funds. The following table reflects the condensed net assets compared to the prior year.

**Net Assets**  
**June 30, 2004 and 2003**  
 (Except for the Electric Enterprise Activity, which is December 31, 2003 and 2002)  
 (In Millions)

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Totals</b>	
	<b>2004</b>	<b>2003</b>	<b>2004</b>	<b>2003</b>	<b>2004</b>	<b>2003</b>
Current and other assets	\$ 75.8	41.1	45.5	45.4	121.3	86.5
Capital assets	77.4	66.2	61.7	59.8	139.1	126.0
<b>Total assets</b>	<b>153.2</b>	<b>107.3</b>	<b>107.2</b>	<b>105.2</b>	<b>260.4</b>	<b>212.5</b>
Other liabilities	44.4	32.6	10.0	6.5	54.4	39.1
Long-term liabilities	60.2	30.9	5.3	7.2	65.5	38.1
<b>Total liabilities</b>	<b>104.6</b>	<b>63.5</b>	<b>15.3</b>	<b>13.7</b>	<b>119.9</b>	<b>77.2</b>
Net assets:						
Invested in capital assets,						
Net of related debt	36.6	34.0	56.8	53.9	93.4	87.9
Restricted	8.4	8.2	8.2	9.1	16.6	17.3
Unrestricted (deficit)	3.6	1.6	26.9	28.5	30.5	30.1
<b>Total net assets</b>	<b>\$ 48.6</b>	<b>43.8</b>	<b>91.9</b>	<b>91.5</b>	<b>140.5</b>	<b>135.3</b>

The above table shows that the total net assets of the Town increased by \$5.2 million or 3.8%. The net assets of the governmental activities increased by \$4.8 million or 11.0% and business-type activities increased by \$.4 million or .4%.

- **Governmental Activities** – The Town's unrestricted net assets increased by \$2.0 million during the current fiscal year.
- **Business-type Activities** - The beginning net assets of the electric enterprise fund were restated in their financial report dated December 31, 2003 as a result of the implementation of GASB Statement 34. The changes are reflected in the 2003 net assets in the table above. The net assets of the electric fund compared to the net assets as restated increased by 1.3 million or 1.8% in the current year. The net assets of the water fund increased by .2 million or 2.3% while the net assets of the sewer fund decreased by \$.3 million or 3.5% during the current year. In April 2004, \$750,000 was transferred to the Town's sale of real estate fund from the landfill closure and postclosure enterprise fund .

## Changes in Net Assets

The following condensed financial information was derived from the government-wide statement of activities and reflects how the Town's net assets changed during the fiscal year.

**Changes in Net Assets**  
**For the Years Ended June 30, 2004 and 2003**  
(Except for the Electric Enterprise Activity, which is for years ended December 31, 2003 and 2002)  
(In Millions)

	<u>Governmental Activities</u>		<u>Business-type Activities</u>		<u>Totals</u>	
	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>	<u>2004</u>	<u>2003</u>
<b>Revenues</b>	\$					
Program revenues:						
Charges for services	4.5	3.7	65.8	69.0	70.3	72.7
State grants and entitlements	12.0	10.1	—	—	12.0	10.1
Other	.7	1.0	.7	1.2	1.4	2.2
General revenues:						
Property taxes	37.9	32.4	—	—	37.9	32.4
Motor vehicle excise taxes	2.8	2.8	—	—	2.8	2.8
State entitlements	3.5	3.7	—	—	3.5	3.7
Other	1.1	.9	—	—	1.1	.9
<b>Total revenues</b>	<u>62.5</u>	<u>54.6</u>	<u>66.5</u>	<u>70.2</u>	<u>129.0</u>	<u>124.8</u>
<b>Expenses</b>						
General government	3.4	3.4	—	—	3.4	3.4
Public safety	9.5	8.7	—	—	9.5	8.7
Education	36.8	34.8	—	—	36.8	34.8
Public works and facilities	6.2	5.8	—	—	6.2	5.8
Human services	.6	.6	—	—	.6	.6
Culture and recreation	1.7	1.8	—	—	1.7	1.8
Interest on debt service	2.2	1.5	—	—	2.2	1.5
Electric	—	—	56.9	55.2	56.9	55.2
Water	—	—	2.8	2.6	2.8	2.6
Sewer	—	—	3.8	3.7	3.8	3.7
<b>Total expenses</b>	<u>60.4</u>	<u>56.6</u>	<u>63.5</u>	<u>61.5</u>	<u>123.9</u>	<u>118.1</u>
Excess (deficiency) of revenues over (under) expenses	2.1	(2.0)	3.0	8.7	5.1	6.7
Contributions to permanent funds	.1	.1	—	—	.1	.1
Special item: sale of landfill site	—	6.0	—	3.0	—	9.0
Transfers	2.6	1.9	(2.6)	(1.8)	—	.1
<b>Increase (decrease) in net assets</b>	<u>\$ 4.8</u>	<u>6.0</u>	<u>.4</u>	<u>9.9</u>	<u>5.2</u>	<u>15.9</u>

As previously noted, governmental activities should be viewed independently from business-type activities.

- **Governmental Activities** – In fiscal year 2004 property taxes accounted for 60.6% of revenues. State grants and entitlements represented 24.8% of revenues.
- **Business-type Activities** – Water, sewer and electric rates are structured to cover all the costs related to each activity. Investment income is the only source of revenue generated by the landfill closure and postclosure fund. As previously noted, the Town received authorization from the Department of Environmental Protection to transfer \$750,000 from the landfill closure and postclosure enterprise fund to the Town's sale of real estate fund in April 2004.



## Financial Analysis of the Town's Funds

### Governmental Funds

**General Fund** – For the first time in seven years revenues and transfers from other funds exceeded expenditures and transfers to other funds. The year-end fund balance of the general fund was \$2,580,659 more than the prior year fund balance. However, as previously noted, \$650,000 was generated because of the opinion issued by the DOR.

On November 10, 2003 Town Meeting voted to establish a stabilization fund for \$700,000. As the stabilization fund is not earmarked, the original authorization plus any investment income generated can be used to provide funding for any future capital or operating needs.

Based upon the balance sheet as of June 30, the DOR annually determines the amount of general fund balance available for appropriation. In general this amount, commonly known as "free cash", is generated when actual revenues on a cash basis exceed budgeted amounts and expenditures and encumbrances (unpaid commitments) are less than appropriations, or both.

The stabilization fund and "free cash" are reported as the unreserved fund balance of the general fund. Any additional fund balance that is not reserved for encumbrances or reserved for subsequent year's expenditure is reported as reserved by state statute. "Free cash" was certified prior to the opinion issued by the DOR in September 2004. As the Town has not requested the DOR to recalculate "free cash", the \$650,000 is included in the reserved by state statute component. The following table reflects the trend in all the components of fund balance.

**Changes in Fund Balance  
Last Five Fiscal Years  
General Fund**

<u>As of June 30</u>	<u>Reserved for Encumbrances</u>	<u>Subsequent Year's Expenditures</u>	<u>Reserved By State Statute</u>	<u>Stabilization Fund</u>	<u>Unreserved ("Free Cash")</u>	<u>Total Fund Balance</u>
2000	\$ 965,151	768,695	381,994	—	1,164,025	3,579,865
2001	779,136	654,623	760,320	—	985,699	3,179,778
2002	590,496	688,609	485,900	—	1,288,269	3,053,274
2003	348,070	351,820	636,397	—	1,703,703	3,039,990
2004	641,218	554,674	1,382,325	703,736	2,338,696	5,620,649

**Memorial High School Capital Projects Fund** – This fund is used to account for the renovation and construction of the Reading Memorial High School for approximately \$54.3 million. On February 25, 2003 the voters approved a debt exclusion for the High School project by a vote of 4,802 to 2,894. The approval of a debt exclusion allows the Town to exclude the annual debt service payments for this project from the property tax levy limitations. The project is in the beginning phase.

**Wood End Elementary School Capital Projects Fund** – This fund is used to account for the construction of the Wood End Elementary School for approximately \$11.0 million. The school opened in September 2004.

**Other Governmental Funds** – Because the Town used short-term debt (bond anticipation notes) to provide funding for the construction and renovation of several school buildings, fund balance decreased by \$6.4 million during the fiscal year. As these bond anticipation notes are reported as liabilities (notes payable) on the other governmental funds balance sheet, expenditures related to these projects are not offset by a funding sources on the statement of revenues, expenditures and changes in fund balance. This deficit is temporary and will be eliminated when the bond anticipation notes are refinanced on a long-term basis (bond issue).

**Proprietary Funds** – As noted previously, proprietary funds report the same activities that are reported in the business-type of the government-wide financial statements, only in more detail. In addition to determining the amount of general fund balance available for appropriation, the DOR also makes a similar calculation for the water and sewer fund. These amounts are reported as unreserved net assets in the water and sewer enterprise funds. The net assets available to fund subsequent years' expenses in the water fund were \$1,781,968, an increase from the prior year of \$154,375. The net assets available to fund subsequent years' expenses in the sewer fund were \$1,077,249, a decrease from the prior year of \$10,403.

**Fiduciary Funds** – The assets of the employee pension plan are invested in the Pension Reserves Investment Trust (PRIT). The PRIT Fund is a broadly diversified pooled investment fund managed under the direction of a broadly representative board. After posting two consecutive years of negative returns, the PRIT Fund posted a 19.49% return (gross of fees). The Town's one-year investment return, net of related expenses, was 18.93%. Net assets for the year increased \$10.0 million from the prior year. Based upon the actuarial valuation dated June 30, 2003, the actuarial value of assets of the employee pension plan represent approximately 68.9% of the current actuarial accrued liability.

The net assets of the municipal light pension trust decreased by \$231,381 from the prior year. The assets of the light pension trust are invested in fixed income securities and are used to fund the Light Department annual required contribution to the employee pension plan. Contributions to the fund are determined by an actuarial valuation.

### Capital Assets

Excluding the business-type activities, the Town had \$77.4 million invested in a broad range of capital assets, net of depreciation, on June 30, 2004. This amount represents an increase (including additions and deductions) of \$11.3 million, or 17.1%, over last year. On December 31, 2003 the Light Department had \$51.3 million invested in capital assets, net of depreciation, which represents a net increase of \$2.2 million, or 4.5%, over last year.

In the following schedule, infrastructure assets include roads, water and sewer lines and electric assets include transmission, distribution and general plant.

**Capital Assets at June 30, 2004 and 2003**  
(Except for the Electric Enterprise Activity, which is December 31, 2003 and 2002)  
(Net of Depreciation, in Millions)

	<b>Governmental Activities</b>		<b>Business-type Activities</b>		<b>Totals</b>	
	<b>2004</b>	<b>2003</b>	<b>2004</b>	<b>2003</b>	<b>2004</b>	<b>2003</b>
Land and improvements	\$ 3.8	3.8	.2	.2	4.0	4.0
Building and improvements	53.4	42.7	2.5	2.8	55.9	45.5
Equipment	1.7	1.8	.9	1.1	2.6	2.9
Infrastructures	18.5	17.8	6.8	6.6	25.3	24.4
<b>Total</b>	<u>77.4</u>	<u>66.1</u>	<u>10.4</u>	<u>10.7</u>	<u>87.8</u>	<u>76.8</u>
Electric	—	—	51.3	49.1	51.3	49.1
<b>Total net assets</b>	<u>\$ 77.4</u>	<u>66.1</u>	<u>61.7</u>	<u>59.8</u>	<u>139.1</u>	<u>125.9</u>

This year's major capital asset events included:

- The preliminary work related to the Reading Memorial High School renovation and construction project at \$3,725,229 with construction in progress at the end of the year reaching \$4,751,663.
- The construction of the Wood End Elementary School at \$7,778,610 with construction in progress at the end of the year reaching \$9,387,067.
- The roadway, sidewalk, curb, drainage and traffic control improvements at the entrance of former landfill site costing \$1,932,731 during the fiscal year, which was funded primarily through a \$1.8 million Commonwealth of Massachusetts economic development grant.
- Water main construction for \$370,127

## Debt

Excluding the debt of the Light Department, the Town had \$76.6 million in bonds, notes and loans outstanding on June 30, 2004. This represents a \$37.9 million increase or 97.9% from the previous year. This increase is due to the \$35.0 general obligation bonds issued for the renovation of the Reading Memorial High School. The Light Department had \$4.2 million in bonds outstanding on December 31, 2003. This represents a \$1.1 million decrease or 20.8% reduction from the previous year.

**Outstanding Debt at June 30, 2004 and 2003**  
**(Except for the Electric Activity, which is December 31, 2003 and 2002)**  
**(In Millions)**

	<u>2004</u>	<u>2003</u>
<b>Governmental activities:</b>		
General obligation notes payable	\$ 12.8	9.1
General obligation bonds payable	61.6	28.9
<b>Total governmental activities</b>	<u>74.4</u>	<u>38.0</u>
 <b>Business-type activities:</b>		
Water:		
General obligation notes payable	2.2	.6
Sewer:		
Loans payable	—	.1
Electric:		
General obligation bonds payable	4.2	5.3
<b>Total business-type activities</b>	<u>6.4</u>	<u>6.0</u>
<b>Total debt</b>	<u>\$ 80.8</u>	<u>44.0</u>

The Town issues short-term debt in anticipation of issuing long-term debt at a future date. At year-end, the Town had \$15.0 million outstanding bond anticipations notes.

The Town maintains a "AA" rating from Standard & Poor's and a "A1" from Moody's' for general obligation debt. For the Town's bond anticipations notes, Standard & Poor's assigned a rating of "SP-1+" and Moody's assigned a rating of "MIG1".

The Town's general obligation bond issues for school construction projects for which the Town receives construction grants from the Commonwealth of Massachusetts are amortized over twenty years. In general, all other general obligation bond issues are amortized in ten years.

## Fiscal Year 2005 Budget

Property taxes are projected to increase by \$4.2 million or 11% over the property taxes levied in fiscal year 2004. The debt service related to the renovation and replacement of the Reading Memorial High School represents approximately 2.7 million or 7% of this increase.

Notwithstanding the anticipated level funding of state aid, increases in group health insurance and pension costs, the fiscal year 2005 budget adopted by Town Meeting in May 2004 maintained services at the fiscal year 2004 levels.

## Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to: Town Accountant, Town Hall, 16 Lowell Street, Reading, MA 01867.



Town of Reading, Massachusetts

Statement of Net Assets

June 30, 2004

(except for the Electric Enterprise Activity, which is as of December 31, 2003)

	Governmental <u>Activities</u>	Business-type <u>Activities</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 20,843,241	29,732,017	50,575,258
Cash with fiscal agent	14,500	—	14,500
Investments	30,002,885	4,900,000	34,902,885
Receivables, net of allowance for uncollectibles	22,794,855	7,967,967	30,762,822
Inventories and prepayments	—	2,601,284	2,601,284
Unamortized discounts on bonds	149,340	41,845	191,185
Investments in joint ventures	—	239,309	239,309
Investments, permanently restricted	1,985,313	—	1,985,313
Capital assets:			
Assets not being depreciated	18,208,220	1,601,549	19,809,769
Assets being depreciated, net of accumulated depreciation	<u>59,207,577</u>	<u>60,101,452</u>	<u>119,309,029</u>
Total assets	<u>153,205,931</u>	<u>107,185,423</u>	<u>260,391,354</u>
<b>LIABILITIES</b>			
Accounts payable and other current liabilities	5,195,444	4,818,126	10,013,570
Accrued interest payable	1,370,700	130,290	1,500,990
Unearned revenue	21,255,415	1,203,990	22,459,405
Notes payable	12,833,000	2,167,000	15,000,000
Deposits	—	744,128	744,128
Long-term liabilities:			
Due within one year:			
Compensated absences	234,704	—	234,704
Bonds payable	3,339,000	846,000	4,185,000
Unamortized premiums on bonds	159,066	23,057	182,123
Due in more than one year:			
Compensated absences	1,642,034	1,980,834	3,622,868
Bonds payable	58,225,000	3,360,000	61,585,000
Unamortized premiums on bonds	<u>371,953</u>	<u>—</u>	<u>371,953</u>
Total liabilities	<u>104,626,316</u>	<u>15,273,425</u>	<u>119,899,741</u>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	36,612,301	56,765,296	93,377,597
Restricted for:			
Medical assistance for needy citizens	3,675,703	—	3,675,703
Cemetery purposes	1,161,619	—	1,161,619
Other purposes:			
Expendable	1,503,655	8,227,257	9,730,912
Nonexpendable	1,985,913	—	1,985,913
Unrestricted	<u>3,640,424</u>	<u>26,919,445</u>	<u>30,559,869</u>
Total net assets	<u>\$ 48,579,615</u>	<u>91,911,998</u>	<u>140,491,613</u>

The notes to the financial statements are an integral part of this statement.

Town of Reading, Massachusetts

Statement of Activities

For the Year Ended June 30, 2004

(except for the Electric Enterprise Activity, which is for year ended December 31, 2003)

Functions / Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Assets		
		Charges for Services, Fees and Forfeitures	Operating Grants, Contributions And Restricted Interest	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total
Governmental activities:							
General government	\$ 3,442,099	334,071	53,900	—	(3,054,128)	—	(3,054,128)
Public safety	9,452,220	1,668,865	179,216	—	(7,604,139)	—	(7,604,139)
Education	36,827,141	1,713,280	8,178,046	983,916	(25,951,899)	—	(25,951,899)
Public works and facilities	6,152,940	253,819	644,119	1,781,459	(3,473,543)	—	(3,473,543)
Human services	644,319	47,913	135,631	—	(460,775)	—	(460,775)
Culture and recreation	1,718,504	476,688	86,962	—	(1,154,854)	—	(1,154,854)
Interest on debt service	2,145,299	—	677,861	—	(1,467,438)	—	(1,467,438)
Total governmental activities	60,382,522	4,494,636	9,955,735	2,765,375	(43,166,776)	—	(43,166,776)
Business-type activities:							
Electric	56,924,450	59,347,979	250,143	417,083	—	3,090,755	3,090,755
Water	2,791,187	2,964,765	23,752	—	—	197,330	197,330
Sewer	3,833,179	3,525,280	9,400	—	—	(298,499)	(298,499)
Landfill closure	—	—	29,993	—	—	29,993	29,993
Total business-type activities	63,548,816	65,838,024	313,288	417,083	—	3,019,579	3,019,579
Total government	\$ 123,931,338	70,332,660	10,269,023	3,182,458	(43,166,776)	3,019,579	(40,147,197)
General revenues:							
Property taxes					37,925,198	—	37,925,198
Excise taxes					2,818,319	—	2,818,319
Penalties and interest on taxes					167,558	—	167,558
Payments in lieu of taxes					377,240	—	377,240
Intergovernmental					3,469,846	—	3,469,846
Unrestricted investment earnings					504,599	—	504,599
Other					29,938	—	29,938
Contributions to permanent funds					81,580	—	81,580
Transfers					2,576,062	(2,576,062)	—
Total general revenues and transfers					47,950,340	(2,576,062)	45,374,278
Change in net assets					4,783,564	443,517	5,227,081
Net assets - beginning					43,796,051	91,468,481	135,264,532
Net assets - ending					\$ 48,579,615	91,911,998	140,491,613

The notes to the financial statements are an integral part of this statement.



Town of Reading, Massachusetts  
Balance Sheet  
Governmental Funds  
June 30, 2004

	General Fund	Memorial High School Capital Project Fund	Wood End Elementary Capital Project Fund	Other Governmental Funds	Total
<b>ASSETS</b>					
Cash and cash equivalents	\$ 4,296,777	11,348,337	2,665,201	2,532,926	20,843,241
Cash with fiscal agent	14,500	—	—	—	14,500
Investments	25,000,000	—	—	6,988,198	31,988,198
Receivables:					
Property taxes:					
Delinquent	243,606	—	—	—	243,606
Subsequent year's levy	20,935,796	—	—	—	20,935,796
Liens	213,018	—	—	400	213,418
Deferrals	104,088	—	—	—	104,088
Motor vehicle excise	158,823	—	—	—	158,823
Special assessments	4,082	—	—	6,614	10,696
Accrued interest	26,267	—	—	—	26,267
Other governments	7,446	—	—	1,165,096	1,172,542
Other	—	—	—	184,671	184,671
Due from other funds	—	20,000,000	—	—	20,000,000
Total assets	<u>\$ 51,004,403</u>	<u>31,348,337</u>	<u>2,665,201</u>	<u>10,877,905</u>	<u>95,895,846</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Warrants and accounts payable	\$ 1,407,865	—	1,152,268	973,562	3,533,695
Accrued liabilities:					
Payroll	1,554,095	—	—	107,654	1,661,749
Interest on bond anticipation notes	136,856	—	—	—	136,856
Due to other funds	20,000,000	—	—	—	20,000,000
Deferred revenue	22,284,938	—	—	7,014	22,291,952
Notes payable	—	800,000	10,900,000	1,133,000	12,833,000
Total liabilities	<u>45,383,754</u>	<u>800,000</u>	<u>12,052,268</u>	<u>2,221,230</u>	<u>60,457,252</u>
Fund balances:					
Reserved by state statute	1,382,325	—	—	—	1,382,325
Reserved for:					
Encumbrances	641,218	—	—	—	641,218
Subsequent year's expenditure	554,674	—	—	454,993	1,009,667
Unreserved	3,042,432	—	—	—	3,042,432
Unreserved, (deficit) reported in:					
Special revenue funds	—	—	—	7,264,276	7,264,276
Capital projects funds	—	30,548,337	(9,387,067)	(1,048,507)	20,112,763
Permanent funds	—	—	—	1,985,913	1,985,913
Total fund balances	<u>5,620,649</u>	<u>30,548,337</u>	<u>(9,387,067)</u>	<u>8,656,675</u>	<u>35,438,594</u>
Total liabilities and fund balances	<u>\$ 51,004,403</u>	<u>31,348,337</u>	<u>2,665,201</u>	<u>10,877,905</u>	<u>95,895,846</u>

The notes to the financial statements are an integral part of this statement.

Town of Reading, Massachusetts  
Statement of Revenues, Expenditures and Changes in Fund Balances  
Governmental Funds  
For the Year Ended June 30, 2004

	General Fund	Memorial High School Capital Project Fund	Wood End Elementary Capital Project Fund	Other Governmental Funds	Total
<b>Revenues:</b>					
Property taxes	\$ 37,879,323	—	—	—	37,879,323
Excise taxes	2,803,284	—	—	—	2,803,284
Penalties and interest on taxes	167,558	—	—	—	167,558
Payments in lieu of taxes	269,984	—	—	107,256	377,240
Charges for services	1,431,493	—	—	2,854,954	4,286,447
Licenses and permits	63,360	—	—	—	63,360
Intergovernmental	11,498,777	—	—	3,960,864	15,459,641
Special assessments	6,390	—	—	602	6,992
Fines	138,693	—	—	200	138,893
Investment income	503,012	—	—	231,658	734,670
Contributions and bequests	—	—	—	369,940	369,940
Miscellaneous	50,819	—	—	192,000	242,819
Total revenues	<u>54,812,693</u>	<u>—</u>	<u>—</u>	<u>7,717,474</u>	<u>62,530,167</u>
<b>Expenditures:</b>					
Current:					
General government	2,402,660	—	—	58,236	2,460,896
Public safety	6,390,969	—	—	840,328	7,231,297
Education	28,521,935	—	—	3,493,055	32,014,990
Public works and facilities	3,788,089	—	—	233,459	4,021,548
Human services	304,066	—	—	227,258	531,324
Culture and recreation	893,251	—	—	549,351	1,442,602
Employee benefits	7,355,202	—	—	—	7,355,202
Intergovernmental	566,001	—	—	—	566,001
Debt service	3,985,163	—	—	—	3,985,163
Capital outlay	—	3,725,229	7,878,610	2,311,694	13,915,533
Total expenditures	<u>54,207,336</u>	<u>3,725,229</u>	<u>7,878,610</u>	<u>7,713,381</u>	<u>73,524,556</u>
Excess (deficiency) of revenues over expenditures	<u>605,357</u>	<u>(3,725,229)</u>	<u>(7,878,610)</u>	<u>4,093</u>	<u>(10,994,389)</u>
<b>Other financing sources (uses):</b>					
Bonds issued	—	35,000,000	—	—	35,000,000
Premiums on bonds and notes issued	440,666	—	—	—	440,666
Transfers from other funds	1,952,136	300,000	—	867,500	3,119,636
Transfers to other funds	(417,500)	—	—	(126,074)	(543,574)
Total other financing sources (uses)	<u>1,975,302</u>	<u>35,300,000</u>	<u>—</u>	<u>741,426</u>	<u>38,016,728</u>
Net change in fund balances	2,580,659	31,574,771	(7,878,610)	745,519	27,022,339
Fund balances - beginning	3,039,990	(1,026,434)	(1,508,457)	7,911,156	8,416,255
Fund balances - ending	<u>\$ 5,620,649</u>	<u>30,548,337</u>	<u>(9,387,067)</u>	<u>8,656,675</u>	<u>35,438,594</u>

The notes to the financial statements are an integral part of this statement.

**Town of Reading, Massachusetts  
Reconciliation of the Governmental Funds Balance Sheet  
To the Statement of Net Assets  
For the Year Ended June 30, 2004**

<b>Total fund balances – governmental funds (page 13)</b>	\$ 35,438,594
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Amounts reported for governmental activities in the statement of net assets are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds. These assets consist of:

	\$	
Land and land improvements		4,082,079
Infrastructure assets		38,006,216
Buildings and building improvements		65,936,211
Other capital assets		3,996,414
Accumulated depreciation		<u>(34,605,123)</u>
 Total capital assets		 77,415,797

Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds.	781,485
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Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Those liabilities consist of:

Bonds payable	(61,564,000)	
Accrued interest on bonds	(1,233,844)	
Compensated absences	<u>(1,876,738)</u>	
 Total long-term liabilities		 (64,674,582)

Governmental funds report the effects of the costs related to issuing debt and premiums on debt when the debt is issued. These amounts are deferred and amortized in the statement of activities.	(381,679)
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<b>Net assets of governmental activities (page 11)</b>	\$ <u>48,579,615</u>
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The notes to the financial statements are an integral part of this statement.

**Town of Reading, Massachusetts**  
**Reconciliation of the Statement of Revenues, Expenditures and**  
**Changes in Fund Balances of the Governmental Funds**  
**To the Statement of Activities**  
**For the Year Ended June 30, 2004**

<b>Net change in fund balances – governmental funds (page 14)</b>	\$ 27,022,339
Amounts reported for governmental activities in the statement of activities are different because:	
Revenues in the statement of activities that do not provide current financial resources are not reported as revenue in the funds.	59,855
Bond proceeds are reported as financing sources in governmental funds and thus contribute to the change in fund balances. In the government-wide statements, however, issuing debt increases long-term in the statement of net assets and does not affect the statement of activities.	(35,000,000)
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays (\$14,510,238) exceeded depreciation (\$3,248,237) in the current period.	11,262, 001
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets.	2,369,000
Governmental funds report the effects of the costs related to issuing debt and premiums on debt when the debt is issued. These amounts are deferred and amortized in the statement of activities.	(336,433)
Interest on long term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	(633,369)
In the statement of activities compensated absences are measured by the amounts earned during the year. In the governmental funds, however, expenditure for the items are measured by the amount of financial resources used (essentially, the amounts paid in cash).	40,171
<b>Change in net assets of governmental activities (page 12)</b>	\$ <u>4,783,564</u>

The notes to the financial statements are an integral part of this statement.

Town of Reading, Massachusetts  
Statement of Net Assets  
Proprietary Funds  
June 30, 2004  
(except for the Electric Enterprise Fund, which is as of December 31, 2003)

Business-type Activities - Enterprise Funds

	<u>Electric</u>	<u>Water</u>	<u>Other</u>	<u>Total</u>
<b>ASSETS</b>				
Current assets:				
Cash and cash equivalents	\$ 18,852,555	5,112,765	4,174,508	28,139,828
Receivables, net of allowance for uncollectibles:				
User charges	6,178,004	762,117	916,127	7,856,248
Liens	—	21,244	18,535	39,779
Deferrals	—	1,201	1,853	3,054
Special assessments	—	—	68,886	68,886
Prepaid expenses	1,100,093	—	—	1,100,093
Inventories	1,375,404	124,093	1,694	1,501,191
Deferred charges	—	2,964	—	2,964
Total current assets	<u>27,506,056</u>	<u>6,024,384</u>	<u>5,181,603</u>	<u>38,712,043</u>
Noncurrent assets:				
Restricted cash and cash equivalents	1,592,189	—	—	1,592,189
Investments	4,900,000	—	—	4,900,000
Investments in joint ventures	239,309	—	—	239,309
Deferred charges	38,881	—	—	38,881
Capital assets	89,283,536	10,264,285	10,567,216	110,115,037
Less accumulated depreciation	<u>(38,001,719)</u>	<u>(5,237,051)</u>	<u>(5,173,266)</u>	<u>(48,412,036)</u>
Total noncurrent assets	<u>58,052,196</u>	<u>5,027,234</u>	<u>5,393,950</u>	<u>68,473,380</u>
Total assets	<u>85,558,252</u>	<u>11,051,618</u>	<u>10,575,553</u>	<u>107,185,423</u>
<b>LIABILITIES</b>				
Current liabilities:				
Warrants and accounts payable	4,374,710	89,760	12,928	4,477,398
Deferred revenue	1,203,990	—	—	1,203,990
Interest on bonds and notes payable	107,180	23,110	—	130,290
Other liabilities	340,728	—	—	340,728
Deposits	670,128	—	74,000	744,128
Notes payable	—	2,167,000	—	2,167,000
Unamortized premium on notes payable	—	23,057	—	23,057
Bonds payable	846,000	—	—	846,000
Total current liabilities	<u>7,542,736</u>	<u>2,302,927</u>	<u>86,928</u>	<u>9,932,591</u>
Noncurrent liabilities:				
Compensated absences	1,927,282	48,350	5,202	1,980,834
Bonds payable	3,360,000	—	—	3,360,000
Total noncurrent liabilities	<u>5,287,282</u>	<u>48,350</u>	<u>5,202</u>	<u>5,340,834</u>
Total liabilities	<u>12,830,018</u>	<u>2,351,277</u>	<u>92,130</u>	<u>15,273,425</u>
<b>NET ASSETS</b>				
Invested in capital assets, net of related debt	47,075,817	4,295,529	5,393,950	56,765,296
Restricted	1,592,189	2,622,844	4,012,224	8,227,257
Unreserved	24,060,228	1,781,968	1,077,249	26,919,445
Total net assets	<u>\$ 72,728,234</u>	<u>8,700,341</u>	<u>10,483,423</u>	<u>91,911,998</u>

The notes to the financial statements are an integral part of this statement.



Town of Reading, Massachusetts  
Statement of Revenues, Expenses and Changes in Fund Net Assets  
Proprietary Funds  
For The Year Ended June 30, 2004  
(except for the Electric Enterprise Fund, which is as of December 31, 2003)

Business-type Activities - Enterprise Funds

	<u>Electric</u>	<u>Water</u>	<u>Other</u>	<u>Total</u>
<b>Operating revenues:</b>				
Charges for services	\$ 59,347,979	2,964,765	3,508,416	65,821,160
Special assessments	—	—	16,864	16,864
Total operating revenues	<u>59,347,979</u>	<u>2,964,765</u>	<u>3,525,280</u>	<u>65,838,024</u>
<b>Operating expenses:</b>				
Energy purchases	42,383,219	171,061	20,566	42,574,846
Intergovernmental	983,294	110,504	2,937,036	4,030,834
Depreciation	2,528,077	468,588	248,408	3,245,073
Other operating costs	<u>10,413,347</u>	<u>2,014,011</u>	<u>627,169</u>	<u>13,054,527</u>
Total operating expenses	<u>56,307,937</u>	<u>2,764,164</u>	<u>3,833,179</u>	<u>62,905,280</u>
Operating income (loss)	<u>3,040,042</u>	<u>200,601</u>	<u>(307,899)</u>	<u>2,932,744</u>
<b>Nonoperating revenues (expenses):</b>				
Decrease in equity in joint venture	(340,056)	—	—	(340,056)
Investment income	250,143	23,752	39,393	313,288
Interest expense	<u>(276,457)</u>	<u>(27,023)</u>	<u>—</u>	<u>(303,480)</u>
Total nonoperating revenues (expenses)	<u>(366,370)</u>	<u>(3,271)</u>	<u>39,393</u>	<u>(330,248)</u>
Income (loss) before contributions and transfers	<u>2,673,672</u>	<u>197,330</u>	<u>(268,506)</u>	<u>2,602,496</u>
Contributions from customers	417,083	—	—	417,083
Transfers to other funds	<u>(1,826,062)</u>	<u>—</u>	<u>(750,000)</u>	<u>(2,576,062)</u>
Changes in net assets	1,264,693	197,330	(1,018,506)	443,517
Net assets - beginning	<u>71,463,541</u>	<u>8,503,011</u>	<u>11,501,929</u>	<u>91,468,481</u>
Net assets - ending	<u>\$ 72,728,234</u>	<u>8,700,341</u>	<u>10,483,423</u>	<u>91,911,998</u>

The notes to the financial statements are an integral part of this statement.

Town of Reading, Massachusetts  
Statement of Cash Flows  
Proprietary Funds  
For The Year Ended June 30, 2004  
(except for the Electric Enterprise Fund, which is as of December 31, 2003)

	<u>Business-type Activities - Enterprise Funds</u>			
	<u>Electric</u>	<u>Water</u>	<u>Other</u>	<u>Total</u>
<b>Cash flows from operating activities:</b>				
Receipts from customers	\$ 58,204,923	2,902,177	3,578,715	64,685,815
Payments to vendors and employees	(52,026,754)	(2,276,917)	(660,921)	(54,964,592)
Payments to other governments	(983,294)	(110,504)	(2,937,036)	(4,030,834)
Net cash provided (used) by operating activities	<u>5,194,875</u>	<u>514,756</u>	<u>(19,242)</u>	<u>5,690,389</u>
<b>Cash flows from noncapital financing activities:</b>				
Transfers to other funds	<u>(1,826,062)</u>	<u>—</u>	<u>(750,000)</u>	<u>(2,576,062)</u>
<b>Cash flows from capital and related financing activities:</b>				
Proceeds from bond anticipation notes	—	1,687,000	—	1,687,000
Premium from sale of bond anticipation notes	—	23,057	—	23,057
Bond anticipation notes issue costs	—	(2,964)	—	(2,964)
Acquisition of capital assets	(4,655,724)	(413,464)	(55,855)	(5,125,043)
Capital contributions and customer advances	417,083	—	—	417,083
Principal paid on capital debt	(1,081,000)	(120,000)	(132,190)	(1,333,190)
Interest paid on capital debt	(276,457)	(7,419)	—	(283,876)
Net cash provided (used) by capital and related financing activities	<u>(5,596,098)</u>	<u>1,166,210</u>	<u>(188,045)</u>	<u>(4,617,933)</u>
<b>Cash flows from investing activities:</b>				
Investments (purchases net of sales)	3,007,586	—	—	3,007,586
Loss on investment in joint venture	(340,056)	—	—	(340,056)
Interest on investments	250,143	23,752	39,393	313,288
Net cash provided by investing activities	<u>2,917,673</u>	<u>23,752</u>	<u>39,393</u>	<u>2,980,818</u>
Net increase (decrease) in cash and cash equivalents	690,388	1,704,718	(917,894)	1,477,212
Balances - beginning	19,754,356	3,408,047	5,092,402	28,254,805
Balances - ending (including \$1,592,189 reported as restricted cash)	<u>\$ 20,444,744</u>	<u>5,112,765</u>	<u>4,174,508</u>	<u>29,732,017</u>
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities:</b>				
Operating income (loss)	\$ 3,040,042	200,601	(307,899)	2,932,744
Adjustments to reconcile operating income to net cash provided (used) by operating activities:				
Depreciation expense	2,528,077	468,588	248,408	3,245,073
Changes in net assets and liabilities:				
Receivables (net)	(1,066,218)	(62,589)	53,436	(1,075,371)
Inventories and prepayments	(573,589)	(23,149)	(1,695)	(598,433)
Warrants and accounts payable	1,710,261	(72,790)	(11,984)	1,625,487
Compensated absences payable	199,908	4,095	492	204,495
Accrued liabilities	(594,721)	—	—	(594,721)
Customer deposits	(23,539)	—	—	(23,539)
Deferred revenue	(25,346)	—	—	(25,346)
Net cash provided (used) by operating activities	<u>\$ 5,194,875</u>	<u>514,756</u>	<u>(19,242)</u>	<u>5,690,389</u>

The notes to the financial statements are an integral part of this statement.

Town of Reading, Massachusetts

Statement of Net Assets

Fiduciary Funds

June 30, 2004

		Other Employee <u>Benefits</u>	
	<u>Employee Pension Plan</u>	<u>Municipal Light Pension Trust</u>	<u>Agency Funds</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 123,289	890,075	224,459
Investments	64,793,477	7,320,454	—
Receivables:			
Liens	—	—	2,805
User charges	—	—	1,403
Total assets	<u>64,916,766</u>	<u>8,210,529</u>	<u>228,667</u>
<b>LIABILITIES</b>			
Warrants and accounts payable	—	—	43,783
Other liabilities	<u>100,986</u>	<u>—</u>	<u>184,884</u>
Total liabilities	<u>100,986</u>	<u>—</u>	<u>228,667</u>
<b>NET ASSETS</b>			
Held in trust for pension benefits and other employee benefits	<u>\$ 64,815,780</u>	<u>8,210,529</u>	<u>—</u>

The notes to the financial statements are an integral part of this statement.

Town of Reading, Massachusetts  
Statement of Changes Net Assets  
Fiduciary Funds  
For The Year Ended June 30, 2004

	Employee Pension Plan	Other Employee Benefits Municipal Light Pension Trust
<b>Additions:</b>		
Contributions:		
Employers	\$ 3,192,193	631,645
Plan members	1,509,650	—
Intergovernmental	454,517	—
Total contributions	<u>5,156,360</u>	<u>631,645</u>
Investment income (loss):		
Net increase (decrease) in fair value of investments	5,153,453	(304,746)
Interest, dividends, and other	5,598,618	288,320
Total investment income (loss)	10,752,071	(16,426)
Less: investment expenses	253,904	—
Net investment income (loss)	<u>10,498,167</u>	<u>(16,426)</u>
Total additions	<u>15,654,527</u>	<u>615,219</u>
<b>Deductions:</b>		
Benefits paid to participants or beneficiaries	5,477,353	—
Refunds and transfers to other systems	171,457	—
Administrative expenses	55,251	—
Contribution to employees' pension plan	—	846,600
Total deductions	<u>5,704,061</u>	<u>846,600</u>
Changes in net assets held in trust for employees' pension benefits	9,950,466	(231,381)
Net assets - beginning	<u>54,865,314</u>	<u>8,441,910</u>
Net assets - ending	<u>\$ 64,815,780</u>	<u>8,210,529</u>

The notes to the financial statements are an integral part of this statement.



# **TOWN OF READING, MASSACHUSETTS**

## **Notes to the Financial Statements**

**June 30, 2004**

### **Note 1. Reporting Entity and Significant Accounting Policies**

#### **A. Financial Reporting Entity**

The Town of Reading (Town) was incorporated as a town in 1644. A Representative Town Meeting and a five-member Board of Selectmen assisted by a Town Manager govern the Town. The services provided by the Town within its boundaries include education in grades K-12, police and fire protection, solid waste collection and disposal, street maintenance and library services. Water, sewer and electric services are provided on an enterprise basis. The electric service is also provided to customers in the Towns of Lynnfield, North Reading and Wilmington.

Accounting principles generally accepted in the United States of America ("GAAP") require that the accompanying financial statements present the Town (the primary government) and its component units. Component units are included in the Town's reporting entity if their operational and financial relationships with the Town are significant. Pursuant to these criteria, the Reading Contributory Retirement Board (Retirement Board) has been identified as a component unit. The Retirement Board was established under the authority of Chapter 32 of the Massachusetts General Laws, as amended, and is an independent contributory retirement system available to employees of the Town. The powers of the Retirement Board are vested in a five-member Retirement Board. The Retirement Board does not issue separate financial statements and is reported in a separate column in the Town's fiduciary funds.

#### **B. Financial Statement Presentation**

The financial condition and results of operations of the Town's funds are presented as of and for the year ended June 30, 2004, except for the Town's electric enterprise fund (Light Department) which is presented as of and for the year ended December 31, 2003. The accounting policies of the Town conform to GAAP.

The Light Department issues a stand-alone financial report. The financial statements of the electric enterprise fund are prepared on the basis of accounting prescribed by the Massachusetts Department of Telecommunications and Energy, which differ in certain respects from GAAP. The primary difference relates to the charging of depreciation expense at a fixed percentage of the Light Department's assets. Accordingly, the stand-alone financial statements of the electric enterprise fund are not intended to present financial position and results of operations in conformity with GAAP.

Certain reclassifications have been made to these financial statements to conform to the Town's presentation. A copy of the Light Department's stand-alone annual financial report may be obtained from the:

Municipal Light Board  
Town of Reading Municipal Light Department  
230 Ash Street  
Reading, MA 01867-0250  
(781) 944 - 1340

#### **C. Government-wide and Fund Financial Statements**

The Town's basic financial statements include both government-wide (i.e., the statement of net assets and the statement of activities) and fund financial statements. The government-wide financial statements report information on all the non-fiduciary activities of the Town. For the most part, the effect of inter-fund activities has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a certain function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. GAAP requires that major individual governmental funds and major individual enterprise funds be reported as separate columns in the fund financial statements. The Town's general fund, Memorial High School, Wood End Elementary School, capital projects fund, electric enterprise fund and water enterprise fund are reported as major funds. The Town reports the following fund financial statements:

#### Governmental Funds

General Fund - This fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Memorial High School Capital Projects Fund - This fund is used to accounts for the renovation and construction of the Memorial High School.

Wood End Elementary School Capital Projects Fund - This fund is used to accounts for the construction of the Wood End Elementary School.

Other Governmental Funds - These funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

#### Proprietary Funds

Electric Fund - This fund is used to account for the Town's electric distribution operations.

Water Fund - This fund is used to account for the Town's water treatment plant and water distribution operations.

Other Funds - These funds are used to account for the Town's sewerage disposal operations and the proceeds from the sale of the landfill.

#### Fiduciary Funds

Employee Pension Plan - This fund is used to account for the activities of the Retirement Board, which is a component unit of the Town. The Retirement Board accumulates resources for pension benefit payments to qualified employees.

Municipal Light Pension Trust - This fund is used to accumulate resources actuarially for the purpose of funding the Light Department's pension benefit obligation. This fund is used to cover the Light Department's annual contribution to the Retirement Board.

Agency Funds - These funds are used to report resources held by the Town in a purely custodial capacity (assets equal liabilities).

### **D. Measurement Focus and Basis of Accounting**

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus. The government-wide and proprietary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. The Town considers revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Property taxes, excise taxes and interest associated with the current fiscal year are considered to be susceptible to accrual. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, principal and interest on general long-term debt, claims and judgments, and compensated absences are recorded when payment is due. General capital asset acquisitions are reported as expenditures in governmental funds.

All governmental and business-type activities and enterprise funds of the Town follow FASB Statements and Interpretations issued on or before November 30, 1989, Accounting Principles Board Opinions, and Accounting Research Bulletins, unless those pronouncements conflict with GASB pronouncements.

#### **E. Assets, Liabilities, and Net Assets or Equity**

##### **a. Deposits and Investments**

State statutes place certain limitations on the nature of deposits and investments available to the Town. Deposits (including demand deposits, term deposits and certificates of deposit) in any one financial institution may not exceed certain levels without collateralization by the financial institutions involved. The Town, with certain restrictions, can also purchase obligations of US Government or its agencies, repurchase agreements, money market funds and units of the Massachusetts Municipal Depository Trust (MMDT). The MMDT is an investment pool established by the State Treasurer that operates in accordance with appropriate state laws and regulations. The investment advisor for the MMDT is Fidelity Investments.

In addition, certain other governmental funds have additional investment powers, most notably the ability to invest in common stocks, corporate bonds and other specified investments.

The Town pools cash to facilitate the management of cash. Each fund presents its pro rata share of the combined cash account as cash and cash equivalents in the accompanying basic financial statements. The Town has defined cash and cash equivalents to include cash on hand, demand deposits, cash with fiscal agent and deposits with the MMDT.

Investments are reported at fair value. The Retirement Board invests in the Pension Reserves Investment Trust (PRIT). PRIT is an investment pool established by the State Legislature for the assets of member, state and local retirement boards. PRIT operates in accordance with appropriate state laws and regulations.

##### **b. Property Taxes**

The Town is responsible for assessing and collecting property taxes in accordance with enabling state laws. Property taxes are determined, each year, on the full and fair cash value of taxable properties as of January 1. The tax levy is divided into two billings and is payable on a quarterly basis. The first billing (mailed in June) is an estimate of the current year's levy based on the prior year's taxes. 50% is due on August 1<sup>st</sup> and 50% is due on November 1<sup>st</sup>. The second billing (mailed in December) reflects adjustments to the current year's actual levy with 50% due on February 1<sup>st</sup> and 50% due on May 1<sup>st</sup>. Taxes due and unpaid after the respective due dates are subject to interest and penalties. The Town has an ultimate right to foreclose on property for which taxes have not been paid.

Property taxes levied are recorded as receivables in the fiscal year billed. As of June 30, 2004, the Town has billed for the first two quarterly installments of the fiscal year 2005 real estate tax bills. The amount of this billing that is outstanding is included in the receivables on the statement of net assets and is shown as subsequent year's levy on the governmental funds balance sheet. As these revenues are not available until fiscal year 2005, the total amount billed is included in deferred revenue on both statements.

A statewide tax limitation statute known as "Proposition 2-1/2" limits the property tax levy to an amount equal to 2-1/2% of the value of all taxable property in the Town. A secondary limitation is that no levy in a fiscal year may exceed the preceding year's allowable tax levy by more than 2-1/2%, plus taxes levied on certain property newly added to the tax rolls. Certain Proposition 2-1/2 taxing limitations can be overridden by a Town-wide referendum vote, allowing additional taxes to be levied up to the absolute limit of 2 1/2 % of the value of all taxable property.

##### **c. Inventories and Prepayments**

Inventories are valued at cost using the first-in/first-out (FIFO) method. The inventories of governmental fund-type funds are not material and are recorded as expenditures when purchased.

Certain payments to vendors of the Light Department reflects costs applicable to future accounting periods and are recorded as prepayments in the proprietary fund.



#### **d. Capital Assets**

Purchased or constructed capital assets are reported at cost or estimated historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation. General infrastructure assets acquired prior to July 1, 2001 consist of the roadways and curbing assets that were acquired or that received substantial improvements subsequent to July 1, 1980 and are reported at estimated historical cost using deflated replacement cost. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000 and an estimated life in excess of two years. Such assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	20 – 25
Vehicles and equipment	3 – 20
Water and sewer lines	50
Roadways and curbing	20

Depreciation on capital assets of the electric enterprise fund is computed based on statutory rates, which may be adjusted upon receiving approval from the Massachusetts Department of Telecommunications and Energy.

#### **e. Compensated Absences**

The liability for compensated absences reported in the government-wide and proprietary fund statements consist of unpaid, accumulated annual and sick leave balances. The liability has been calculated using the vesting method, in which leave amounts for both employees who currently are eligible to receive termination payments and other employees who are expected to become eligible in the future to receive such payments upon termination are included.

#### **f. Long-term Obligations**

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds.

In the fund financial statements, governmental fund types recognize bond premiums, as well as bond issuance costs, during the current period. The face amount of debt issued and premiums are reported as other financing sources. Issuance costs are reported as debt service expenditures.

#### **g. Net Assets - Water and Sewer Proprietary Funds**

In accordance with Chapter 44, Section 53F1/2 of the Massachusetts General Laws, the Town accounts for its water and sewer funds as enterprise funds. The Commonwealth of Massachusetts' Department of Revenue (DOR) annually certifies the amount available for appropriation in the water and sewer enterprise funds. This amount is reported as unreserved net assets. The portion restricted by State Statute represents the amount of net assets in excess of invested in capital assets that is not available for appropriation.



#### **h. Fund Balances – Governmental Funds**

In the fund financial statements, the fund balance of the governmental funds is divided into reserved and unreserved portions. Reservations of fund balance are required if resources are not available for spending or spending is legally restricted. The Town allocates fund balance as follows:

Reserved by State Statute - The DOR annually determines the amount of the general fund available for appropriation. Based upon that calculation, this represents the amount of fund balance that is not available for appropriation.

Reserved for Encumbrances - This portion of fund balance represents the amount of unexpended appropriations carried forward to fiscal year 2005 for contracts that are still outstanding or for projects that have not yet been completed.

Reserved for Subsequent Year's Expenditures - This portion of fund balance represents the amount of fund balance voted at Town Meeting to fund fiscal year 2005 appropriations.

Unreserved Fund Balances (Undesignated) - In the general fund, this represents the \$2,338,696 available for appropriation as certified by the DOR and the \$703,736 available for appropriation in the Town's stabilization fund. In the other governmental funds, this represents the excess or deficit of assets over liabilities and reserved fund balance.

#### **i. Use of Estimates**

In preparing the Town's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **j. Changes in Accounting Pronouncements**

In fiscal 2004, the Town implemented Governmental Accounting Standards Board (GASB) Statement No.42, "Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries". At June 30, 2003 and 2004, there was no effect on fund balances as a result of implementing GASB Statement No. 42.

#### **Note 2. Budgetary Information**

Under the Town's charter, the budgets for all departments and operations of the Town, except that of the public schools, are prepared under the direction of the Town Manager. The School Department budget is prepared under the direction of the School Committee. The budget, as proposed by the Town Manager and School Committee, is presented to the Town's Finance Committee for review. The Finance Committee then presents its recommendations on the budget at the Annual Town Meeting in April. Town Meeting adopts a budget for the water and sewer enterprise funds, as well as the general fund operations. The legal level of budgetary control, established by Town Meeting, is the department level.

Within the adopted budget a sum is allocated to provide funding for extraordinary or unforeseen expenditures. The Finance Committee can authorize transfers from this reserve fund. Any other modifications to the budget require action by Town Meeting.

#### **Note 3. Deposit and Investment Risk**

##### **Cash Deposits**

Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town Treasurer's investment policy outlines acceptable depositories and limits depositories to minimize custodial credit risk. As of June 30, 2004, \$9,755,943 of the Town's bank balance of \$9,819,669 was insured by the Federal Deposit Insurance Corporation or by the Share Insurance Fund of the Co-operative Central Bank. The remaining balance of \$63,726 was uninsured and uncollateralized.

## Investments

Investments as of June 30, 2004 for the Town and the Retirement Board were as follows:

<u>Type of Investment</u>	<u>Fair Value</u>
	\$
Town of Reading	
U.S. government and agency securities	24,922,746
Domestic corporate fixed-income securities	3,199,252
Domestic equities	644,927
Certificates of deposit	10,000,000
Pooled investments:	
Money market funds	507,894
Equity fund – closed end	541,727
MMDT fund	42,957,690
Total Town of Reading	82,774,236
Reading Contributory Retirement Board	
PRIT fund	64,793,477
	\$
Totals	147,567,713

The U.S. government and agency securities were rated Aaa by Moody's Investors Service and AAA by Standard and Poor's. These investments have a weighted average maturity of 7.02 years. The weighted average maturity measure expresses the time when investments are due and payable in years weighted to reflect the dollar size of individual investments within an investment type.

The certificates of deposit for \$10,000,000 are insured in full, with \$100,000 insured by the Federal Deposit Insurance Corporation and \$9,900,000 insured by the Share Insurance Fund of the Cooperative Central Bank.

The MMDT fund invests in money market instruments of domestic and foreign issuers, U.S. Government securities, and repurchase agreements, as are authorized for investment pursuant to statutory requirements.

The Town limits its purchases of domestic corporate fixed-income securities to the two top ratings issued by nationally recognized statistical rating organizations. Subsequent to the date of purchase, the credit quality of these investments has fluctuated. The credit quality and weighted average maturity of the domestic corporate fixed-income securities held by the Town on June 30, 2004 is as follows:

<u>Moody's Investors Service</u>		<u>Weighted Average</u>	<u>Standard and Poor's</u>		<u>Weighted Average</u>
<u>Amount</u>	<u>Rating</u>	<u>Maturity (Years)</u>	<u>Amount</u>	<u>Rating</u>	<u>Maturity (Years)</u>
\$ 386,139	Aaa	.39	\$ 386,139	AAA	.39
1,670,973	Aa	.93	778,716	AA	.24
732,767	A	.46	1,519,437	A	1.03
409,373	Baa	.11	514,960	BBB	.23
\$ 3,199,252		1.89	\$ 3,199,252		1.89

As previously noted, the Retirement Board holds shares in the PRIT fund. These funds hold investments in derivative securities. As such the Retirement Board's investment in such funds may be exposed to a risk of loss associated with these derivative investments. In accordance with GASB Technical Bulletin 94-1, the Town is required to disclose in the notes to the financial statements that the Retirement Board holds investments in derivative securities and whether the risk of loss associated with such investments is material. The Town does not believe that any risk of material loss associated with derivative investments in PRIT's investment funds exists.

#### Note 4. Capital Assets

Capital asset activity for the year ended June 30, 2004 (electric utility at December 31, 2003) was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
	\$	\$	\$	\$
Government activities:				
Capital assets not being depreciated:				
Land and improvements	3,136,224	—	—	3,136,224
Construction in progress	3,123,848	11,948,148	—	15,071,996
Total capital assets not being depreciated	<u>6,260,072</u>	<u>11,948,148</u>	<u>—</u>	<u>18,208,220</u>
Capital assets being depreciated:				
Land improvements	936,845	9,010	—	945,855
Buildings and improvements	51,337,185	187,030	(660,000)	50,864,215
Equipment	4,173,427	181,217	(358,230)	3,996,414
Infrastructures	36,372,588	2,184,833	(551,205)	38,006,216
Total capital assets being depreciated	<u>92,820,045</u>	<u>2,562,090</u>	<u>(1,569,435)</u>	<u>93,812,700</u>
Less accumulated depreciation for:				
Land improvements	(243,669)	(31,492)	—	(275,161)
Buildings and improvements	(11,796,899)	(1,429,946)	660,000	(12,566,845)
Equipment	(2,324,601)	(336,904)	358,230	(2,303,275)
Infrastructures	(18,561,152)	(1,449,895)	551,205	(19,459,842)
Total accumulated depreciation	<u>(32,926,321)</u>	<u>(3,248,237)</u>	<u>1,569,435</u>	<u>(34,605,123)</u>
Capital assets being depreciated, net	<u>59,893,724</u>	<u>(686,147)</u>	<u>—</u>	<u>59,207,577</u>
	\$	\$	\$	\$
Governmental activities capital assets, net	<u>66,153,796</u>	<u>11,262,001</u>	<u>—</u>	<u>77,415,797</u>

Depreciation expense was charged to functions as follows:

	\$
Government activities:	
General government	69,566
Public safety	302,224
Education	1,086,039
Public works and facilities	1,681,005
Human services	33,188
Culture and recreation	76,215
	<u>\$</u>
Total governmental activities depreciation expense	<u>3,248,237</u>

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
	\$	\$	\$	\$
Business-type activities:				
Capital assets not being depreciated:				
Land and improvements	183,584	—	—	183,584
Buildings and improvements	136,480	15,643	—	152,123
Electric utility – land and construction in progress	1,265,842	—	—	1,265,842
Total capital assets not being depreciated	1,585,906	15,643	—	1,601,549
Capital assets being depreciated:				
Land improvements	83,916	—	—	83,916
Buildings and improvements	6,547,286	27,694	(81,464)	6,493,516
Equipment	1,294,595	23,813	(28,137)	1,290,271
Infrastructures	12,225,922	402,169	—	12,628,091
Electric utility – other capital assets	84,269,206	4,655,724	(907,236)	88,017,694
Total capital assets being depreciated	104,420,925	5,109,400	(1,016,837)	108,513,488
Less accumulated depreciation for:				
Land improvements	(27,120)	(2,418)	—	(29,538)
Buildings and improvements	(3,868,651)	(341,128)	81,464	(4,128,315)
Equipment	(292,072)	(95,931)	28,137	(359,866)
Infrastructures	(5,615,079)	(277,519)	—	(5,892,598)
Electric utility – other capital assets	(36,370,326)	(2,528,077)	896,684	(38,001,719)
Total accumulated depreciation	(46,173,248)	(3,245,073)	1,006,285	(48,412,036)
Capital assets being depreciated, net	58,247,677	1,864,327	(10,552)	60,101,452
Business-type activities capital assets, net	59,833,583	1,879,970	(10,552)	61,703,001

Depreciation expense was charged to functions as follows:

Business-type activities:	\$
Water	468,588
Sewer	248,408
Electric	2,528,077
	\$
Total business-type activities depreciation expense	3,245,073



## Note 5. Long-term Obligations

The following is a summary of the changes in the Town's long-term obligation for the year ended June 30, 2004 (electric enterprise fund at December 31, 2003):

	Balance Beginning Of Year	Incurred Or Issued	Satisfied Or Matured	Balance End Of Year	Amounts Due Within One Year
	\$	\$	\$	\$	\$
<b>Governmental activities:</b>					
Compensated absences payable	1,916,909	140,552	180,723	1,876,738	234,704
General obligation bonds payable	28,933,000	35,000,000	2,369,000	61,564,000	3,339,000
Unamortized premiums on bonds	97,669	440,666	7,316	531,019	159,066
	<u>\$ 30,947,578</u>	<u>\$ 35,581,218</u>	<u>\$ 2,557,039</u>	<u>\$ 61,971,757</u>	<u>\$ 3,732,770</u>
	\$	\$	\$	\$	\$
<b>Business-type activities:</b>					
Water and sewer funds:					
Compensated absences payable	48,965	4,587	—	53,552	—
Loans payable (Note 7)	132,190	—	132,190	—	—
Electric fund:					
Compensated absences payable	1,727,374	222,933	23,025	1,927,282	—
General obligation bonds payable	<u>5,287,000</u>	<u>—</u>	<u>1,081,000</u>	<u>4,206,000</u>	<u>846,000</u>
	<u>\$ 7,195,529</u>	<u>\$ 227,520</u>	<u>\$ 1,236,215</u>	<u>\$ 6,186,834</u>	<u>\$ 846,000</u>

## Note 6. Short-term Debt

Subject to state laws, the Town is authorized to issue general obligation debt on a temporary basis. The following classes of short-term loans can be issued:

Tax anticipation notes (TANs) - This debt is issued to provide funding for operations during lean periods in a fiscal cycle. They are repaid from subsequent collections of taxes or other revenues. The Town did not issue TANs in fiscal year 2004.

Bond anticipation notes (BANs) - This debt is issued to provide initial funding for capital projects. They are generally redeemed from the proceeds of the sale of bonds.

Grant anticipation notes (GANs) - This debt is issued to provide funding for projects in anticipation of reimbursement from federal or state grants. They are repaid from subsequent distributions from the federal or state agency. The Town did not issue GANs in fiscal year 2004.

Short-term debt activity for the year ended June 30, 2004, was as follows:

	Balance Beginning Of Year	Issued	Redeemed	Balance End Of Year
	\$	\$	\$	\$
<b>Bond Anticipation Notes</b>				
<b>Governmental activities:</b>				
New Elementary School	7,300,000	3,600,000	—	10,900,000
Barrows Elementary School	450,000	565,500	—	1,015,500
High School	1,100,000	—	300,000	800,000
Acquisition of land	235,000	—	117,500	117,500
<b>Business-type activities:</b>				
Water plant and mains	<u>600,000</u>	<u>1,687,000</u>	<u>120,000</u>	<u>2,167,000</u>
	<u>\$ 9,685,000</u>	<u>\$ 5,852,500</u>	<u>\$ 537,500</u>	<u>\$ 15,000,000</u>



## Note 7. Loans Payable

In 1999 the Town received a \$660,950 interest free loan from the MWRA to fund a sewer construction project. The loan was payable in equal installments through fiscal year 2004.

## Note 8. General Obligation Bonds Payable

The outstanding governmental activities bonds were issued for the construction and renovation of several school buildings and for the construction of a police station. The bonds bear interest from 4.1% to 5.3% and are due in annual installments ranging from \$3,339,000 to \$2,495,000 through March 15, 2024.

The outstanding business-type activities bonds were issued for electric plant purposes. The bonds bear interest from 4.6% to 5.3% and are due in annual installments ranging from \$846,000 to \$550,000 through September 1, 2009.

The annual requirements to amortize all general obligation bonds payable outstanding as of June 30, 2004, including interest, are as follows:

Year Ending June 30,	Governmental Activities		Business-type Activities		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
	\$	\$	\$	\$	\$	\$
2005	3,339,000	2,893,702	846,000	183,002	4,185,000	3,076,704
2006	3,585,000	2,489,897	855,000	143,014	4,440,000	2,632,911
2007	3,615,000	2,364,293	855,000	100,863	4,470,000	2,465,156
2008	3,650,000	2,237,459	550,000	65,863	4,200,000	2,303,322
2009	3,665,000	2,099,815	550,000	39,738	4,215,000	2,139,553
2010 – 2014	16,670,000	8,425,737	550,000	13,338	17,220,000	8,439,075
2015 – 2019	14,645,000	4,861,805	—	—	14,645,000	4,861,805
2020 – 2024	12,395,000	1,743,520	—	—	12,395,000	1,743,520
	\$	\$	\$	\$	\$	\$
	61,564,000	27,116,228	4,206,000	545,818	65,770,000	27,662,046

The Commonwealth of Massachusetts has approved school construction assistance to the Town. The assistance program provides resources for future debt service of general obligation school bonds outstanding. Historically, these resources have been subject to annual appropriation by the state legislature. During 2004, the Town received \$1,661,777 of such assistance. In July 2004, legislation adopted by the Commonwealth of Massachusetts restructured the school building assistance program. The structure and implementation of this program are being developed.

The Town is subject to a dual level general debt limit; the normal debt limit and the double debt limit. Such limits are equal to 5% and 10%, respectively, of the valuation of taxable property in the Town as last equalized by the Commonwealth's Department of Revenue. Additionally, there are many categories of general obligation debt, which are exempt from the debt limit but are subject to other limitations.

The authorized and unissued debt at June 30, 2004, is as follows:

	\$
Barrows Elementary School	7,734,000
Elementary School	10,966,000
High School	19,455,000
Acquisition of land	117,500
Water supply, plant and mains	6,167,000
Sewer system	209,385
	\$
	44,648,885

As of June 30, 2004, the Town may issue approximately \$165,447,205 of additional general obligation debt under the normal debt limit. The Town has approximately \$60,751,000 of debt exempt from the debt limit.

The Town pays assessments, which include debt service payments to other local governmental units providing services within the Town's boundaries (commonly referred to as overlapping debt). The following summary sets forth the long-term debt of each entity at June 30, 2004, the estimated share of such debt being serviced by the Town and the total of its share of estimated indirect debt.

	Long-term Debt Outstanding (Unaudited)	Town's Estimated Share	Town's Estimated Indirect Debt
Massachusetts Water Resources Authority	\$ 3,550,263,000	1.053%	\$ 37,378,973
Northeast Metropolitan Regional Vocational School District	150,430	1.944%	2,924
	<u>\$ 3,550,413,430</u>		<u>\$ 37,381,897</u>

#### Note 9. Inter-fund Balances

In January 2004 the Town issued \$35,000,000 general obligation bonds for the construction and renovation of Reading Memorial High School. \$20,000,000 of the proceeds from the sale of bonds was invested. As the interest earned on these investments accrues to the general fund, the investments are reported in the general fund. On June 30, 2004 an inter-fund loan between the Memorial High School project fund and the general fund is reported in the amount of \$20,000,000.

#### Note 10. Inter-fund Transfers

Operating transfers constitute the transfer of resources from the fund that receives the resources to the fund that utilizes them. The following table summarizes operating transfers to (from) other funds for the year ended June 30, 2004.

Source / Purpose of Transfer	General	Memorial High School Project	Non-major Governmental	Electric	Non-major Enterprise
	\$	\$	\$	\$	\$
Sale of lots fund / cemetery operations	10,000	—	(10,000)	—	—
Reading Ice Arena Authority / public works operations	116,074	—	(116,074)	—	—
Earnings distribution / operations	1,826,062	—	—	(1,826,062)	—
Appropriation / retire notes payable	(417,500)	300,000	117,500	—	—
Landfill proceeds / reduce reserve	—	—	750,000	—	(750,000)
	<u>\$ 1,534,636</u>	<u>\$ 300,000</u>	<u>\$ 741,426</u>	<u>\$ (1,826,062)</u>	<u>\$ (750,000)</u>

#### Note 11. Capital Projects Funds Deficits

Capital projects have been funded by the issuance of bond anticipation notes. Deficit fund balances arise because the bond anticipation notes are presented as a liability of the fund receiving the proceeds. The Town intends to reduce these deficits by subsequent appropriations and will eliminate the remaining deficits by the issuance of long-term debt. The detail of these deficits on June 30, 2004 is as follows:

	\$
Land acquisition	117,500
Barrows Elementary School renovations	933,266
Wood End Elementary School construction	9,387,067
	<hr/>
	\$
	10,437,833
	<hr/>

#### Note 12. Risk Management

The Town is exposed to various risks of loss related to employee health insurance, workers' compensation, unemployment and general liability, property and casualty claims. The liability for threatened or pending claims or lawsuits against the Town with respect to such risk is not material to the financial statements.

The Town is a member of the Massachusetts Interlocal Insurance Association, Inc (MIIA). MIIA is a public-entity risk pool that provides insurance services to cities, towns and other governmental entities of the Commonwealth of Massachusetts. The Town participates in the three insurance programs offered by MIIA. These risk pools are as follows:

MIIA Workers' Compensation Group, Inc - This program provides coverage and risk management services for the Town's workers' compensation. The Workers' Compensation Group program is fully insured for which the Town pays premiums.

MIIA Property and Casualty Group, Inc - This program provides the Town with property and casualty coverage.

MIIA Health Benefits Trust - This program provides health care coverage for the Town's employees and retirees. The Health Benefits Trust assesses premiums which are shared by the Town and its employees and retirees. The Health Benefits Trust is self-sustaining through member premiums and reinsures through commercial companies for stop loss insurance.

The Town is self-insured for unemployment benefits. Payments for claims totaling \$44,727 were made during the year ended June 30, 2004. The liability for claims filed but unpaid is not material.

During the year, expenditures for claims and judgments, excluding health, workers' compensation and unemployment benefits were not material.

Chapter 258 of the Massachusetts General Laws limits general liability to \$100,000 per claim in all matters except actions relating to federal / civil rights, eminent domain and breach of contract.

#### Note 13. Pension Plan

##### Plan Description

The Town contributes to the Retirement Board, a cost sharing, multi-employer, public employee retirement system that acts as the investment and administrative agent for the Town and the Reading Housing Authority. The Retirement Board provides retirement, disability, and death benefits to plan members and beneficiaries. The Retirement Board is a member of the Massachusetts Contributory Retirement System.

With the exception of teachers and school nurses, the Retirement Board covers all permanent, full-time employees. The Commonwealth of Massachusetts Teachers Retirement Board, to which the Town does not contribute, covers public school teachers and school nurses.

## Membership

Membership in the Retirement Board consisted of the following at June 30, 2004:

Active participants:	
Vested employees	196
Nonvested employees	157
Inactive members	18
	<u>371</u>
Retired participants:	
Pensioners	280
Beneficiaries	49
	<u>329</u>
Totals	<u>700</u>

## Contribution

Plan members are required to contribute to the Retirement Board. Active members must contribute between 5% and 11% of their regular gross compensation depending on the date upon which their membership began. Participating employers are required to pay into the Retirement Board their share of the remaining system-wide actuarially determined contribution and plan administration costs, which are apportioned among the employers based on the actuarial valuation. The Commonwealth of Massachusetts funded the cost-of-living increases granted from July 1, 1981 to June 30, 1998. The retirement Board is responsible for cost-of-living adjustments granted after July 1, 1998. The Town's contributions to the retirement Board for the years ended June 30, 2004, 2003 and 2002 were \$3,106,800, \$3,033,800 and \$2,975,600, respectively, which equaled its required contribution for each year.

## Legally Required Reserve Accounts

The balances in the Retirement Board's legally required reserves (on the statutory basis of accounting) at June 30, 2004 are as follows:

<u>Description</u>	<u>Amount</u>	<u>Purpose</u>
	\$	
Annuity Savings Fund	15,640,368	Active members' contribution balance
Annuity Reserve Fund	5,752,813	Retired members' contribution account
Military Service Credit	9,276	Members' contribution account while on military leave
Pension Reserve Fund	<u>43,413,323</u>	Amount accumulated to fund future retirement benefits
	\$	
	<u>64,815,780</u>	

All reserve accounts are funded at levels required by state statute.

## Investment Concentration

Substantially all the assets of the Retirement Board are invested in PRIT. It consists of two investment funds, the capital fund and the cash fund. The capital fund serves as the long-term asset portfolio and includes domestic and international equity and fixed income securities, real estate, timber and other alternative investments. The cash fund consists of short-term investments, which are used to meet the liquidity requirements of participating retirement boards.



#### **Note 14. Post-employment Health Benefits**

In addition to the pension benefits described in Note 13, the Town provides post-employment health care benefits, in accordance with State statutes and within the limits provided in Town policy, to employees who retire from the Town. The following limit pertains: Retiring employees who did not have health insurance through the Town when retiring may not obtain it except that within ten years of retirement, they may opt to join the Town's group plan on March 1st of the even numbered years only. Currently approximately 500 retirees, Medicare eligible spouses and surviving spouses are insured through the Town's health insurance plans. The percentage paid by the Town fluctuates based on collective bargaining agreements. As of June 30, 2004, the Town pays 70% of the premiums for medical and hospitalization insurance incurred by pre-Medicare retirees and their dependents. The Town also pays 70% of the premiums for a Medicare supplement for each retiree eligible for Medicare and 70% of the insurance premiums for said retiree's dependents. The Town's share of the total cost for the year ended June 30, 2004, was approximately \$1,730,000.

#### **Note 15. Jointly Governed Organization**

The Northeast Metropolitan Regional Vocational School District (NMRVSD) was created to provide vocational education for students in grades 9-12. The Town is one of twelve municipalities that participate in the NMRVSD. The NMRVSD's School Committee is comprised of one member from each participating municipality. As of October 1, 2003, the NMRVSD had a total enrollment of 1,142 pupils of which 25 pupils were from the Town. The Town's fiscal year 2004 assessment was \$179,198. Additional information can be obtained from the NMRVSD at 100 Hemlock Road, Wakefield, MA 01880.

#### **Note 16. Restatement of Beginning Net Assets – Electric Enterprise Fund**

As a result of the implementation of GASB Statement 34, the net assets as of January 1, 2002 in the Light Department's December 31, 2003 financial statements have been restated.

#### **Note 17. Purchase Power Agreements**

##### **Massachusetts Municipal Wholesale Electric Company**

The Town of Reading acting through its Light Department is a Participant in certain Projects of the Massachusetts Municipal Wholesale Electric Company (MMWEC).

MMWEC is a public corporation and a political subdivision of the Commonwealth of Massachusetts created as a means to develop a bulk power supply for its Members and other utilities. MMWEC is authorized to construct, own or purchase ownership interests in and to issue revenue bonds to finance electric facilities (Projects). MMWEC has acquired ownership interests in electric facilities operated by other utilities and also owns and operates its own electric facilities. MMWEC sells all of the capability (Project Capability) of each of its Projects to its Members and other Utilities (Project Participants) under Power Sales Agreements (PSAs). Among other things, the PSAs require each Project Participant to pay its pro rata share of MMWEC's costs related to the Project, which costs include debt service on the revenue bonds issued by MMWEC to finance the Project, plus 10% of MMWEC's debt service to be paid into a Reserve and Contingency Fund. In addition, should any Project Participant fail to make any payment when due, other Project Participants may be required to increase (step-up) their payments and correspondingly their Participant's share of the Project Capability to an additional amount not to exceed 25% of their original Participant's share of the Project Capability. Project Participants have covenanted to fix, revise, and collect rates at least sufficient to meet their obligations under the PSAs.

MMWEC issued a separate issue of bonds for each of the eight Projects, which are payable solely from, and secured solely by, the revenues derived from the Project to which such issue relate, plus available funds pledged under MMWEC's Amended and Restated General Bond Resolution (GBR) with respect to the bonds of that Project. The MMWEC revenues derived from each Project are used solely to provide for payment of the bonds of any bond issue relating to such Project and to pay MMWEC's cost of owning and operating such Project and are not used to provide for the payment of the bonds of any bond issue relating to any other Project.

MMWEC operates the Stony Brook Intermediate Project and Stony Brook Peaking Project, both fossil-fueled power plants. MMWEC has a 3.7% interest in the W.F. Wyman Unit No. 4 plant, owned and operated by FPL Energy Wyman IV, a subsidiary of FPL Energy, Inc. and a 4.8% ownership interest in the

Millstone Unit 3 nuclear unit operated by Dominion Nuclear Connecticut, Inc. (DNCI) a subsidiary of Dominion Resources, Inc. In addition to Millstone Unit 3, DNCI also is the owner of Millstone Unit 2. DNCI has requested and received an exemption from the NRC enabling it to submit an application earlier than 20 years before the expiration of the operating license for Unit 3 so that DNCI could submit its application for license renewal for Unit 2 and Unit 3 simultaneously. In January 2004, DNCI filed an application with the NRC to renew its operating license. Unit 3 license currently will expire in 2005.

A substantial portion of MMWEC's plant investment and financing program is a 11.6% ownership interest in the Seabrook Station nuclear generating unit operated by FPL Energy Seabrook, LLC, an indirect subsidiary of FPL Group Inc. FPL Energy Seabrook, LLC plans to file an application with the NRC to recapture the period 1986 to 1990 during which time Seabrook had a license, but did not operate, and to extend the Seabrook Station operating license, which currently will expire in 2026.

Pursuant to the PSAs the MMWEC Seabrook and Millstone Project Participants are liable for their proportionate share of the costs associated with decommissioning the plants, which are being funded through monthly Project billings. Also the Project Participants are liable for their proportionate share of the uninsured costs of a nuclear incident that might be imposed under the Price-Andersen Act. In February 2003 Congress extended the Price-Andersen Act expired through the end of 2003. Congress, as part of comprehensive energy, has considered extension of the Price-Andersen Act.

The Light Department has entered into PSAs and Power Purchase Agreements (PPAs) with MMWEC. Under both the PSAs and the PPAs, the Light Department is required to make certain payments to MMWEC solely from Light Department's revenues. Under the PSAs, each Participant is unconditionally obligated to make payments due to MMWEC whether or not the Project(s) is completed or operating and notwithstanding the suspension or interruption of the output of the Project(s).

MMWEC is involved in various legal actions. In the opinion of management, the outcome of such litigation or claims will not have a material adverse effect on the financial position of the company.

As of June 30, 2004, total capital expenditures amounted to \$1,509,295,000, of which \$108,308,000 represents the amount associated with the Light Department's Project Capability. MMWEC's debt outstanding for the Projects includes Power Supply System Revenue Bonds totals \$925,265,000, of which \$57,214,000 is associated with the Light Department's share of Project Capability. As of June 30, 2004, MMWEC's total future debt service requirement on outstanding bonds issued for the Projects is \$1,147,136,000, of which \$66,840,000 is anticipated to be billed to the Light Department in the future.

The estimated aggregate amount of the Light Department's required payments under the PSAs and PPAs, exclusive of the Reserve and Contingency Fund billings, to MMWEC at June 30, 2004 and estimated for future years is shown below.

Year ending June 30,	\$
2005	8,336,000
2006	7,499,000
2007	7,359,000
2008	6,495,000
2009	5,458,000
2010 to 2014	23,056,000
2015 to 2019	8,637,000
	<u>\$</u>
Total	<u>66,840,000</u>

In addition, the Light Department is required to pay its share of the operation and maintenance (O&M) costs of the Projects in which it participates. The Light Department's total O&M costs including debt service under the PSAs were \$17,146,000 and \$19,555,000 for the years ended June 30, 2004 and 2003, respectively.

## Other Purchase Power Obligations

In addition to its agreements through MMWEC, the Light Department has entered into agreements to purchase power from Boston Edison Company, Hydro-Quebec, New York Power Authority, Northeast Utilities and Calpine Energy Services LP, under contracts with terms ranging from three to seventeen years. Under these contracts the Light Department is required to make purchases based on an entitlement percentage or contract demand.

The following is a schedule by years of the aggregate amount of such required purchases as of June 30, 2004:

	\$
2005	16,835,402
2006	15,213,530
2007	14,643,998
Thereafter	<u>5,909,394</u>
	\$
Total	<u>52,602,324</u>

Purchase power expense under these agreements was \$16,518,068 in fiscal year 2004 and \$17,765,622 in fiscal year 2003.

### Note 18. Landfill Closure and Postclosure Care Costs

On March 7, 2003 the Town sold its landfill site to Dickinson Development Corporation (Dickinson) of Quincy, Massachusetts for \$3,000,000. Under the agreement, Dickinson will assume the financial responsibility for the closure of the landfill in coordination with its development of the property. In accordance with an Administrative Consent Order agreement between the Town, Dickinson and the Massachusetts Department of Environmental Protection the Town retains contingent liability for the closure of the landfill. However, Dickinson provided the Town with a \$3,000,000 letter of credit in the event there is a failure on the part of Dickinson to properly close the landfill. Dickinson is also required to make an annual contribution of \$37,000 for the costs incurred to monitor and maintain the landfill site for up to 30 years after the landfill cover is installed.

Compliant with the Administrative Consent Order, the Town established an enterprise fund with the proceeds from the sale of the property to ensure funding for the closure of the property. Subject to the Massachusetts Department of Environmental Protection approval, the proceeds from the sale of the property will be transferred to the Town's sale of real estate fund as Dickinson reaches certain benchmarks. On April 29, 2004 the Massachusetts Department of Environmental Protection authorized the Town to transfer \$750,000 from the enterprise fund to the sale of real estate fund.

### Note 19. Water System Improvements

In November 2003, Town Meeting approved a bond authorization of \$1,500,000 for the design phase of upgrading the Town's water treatment plant in order to meet new regulations and modernize the facility. The total cost of the improvements to the plant is estimated at \$14.3 million. Town Meeting also approved a bond authorized of \$3,180,000 for the purpose of seeking the approval of the Massachusetts Water Resources Authority to provide the Town with a portion of its water supply needs. This will reduce the Town's withdrawals from the Ipswich River Watershed, thereby reducing the stress on the Ipswich River.

The improvements to the water treatment plant and the connection to the Massachusetts Water Resources Authority will be phased in over time and financed through long-term debt. Revenues generated from the ratepayers will be used to retire the debt.



## **Note 20. Department of Revenue Opinion and General Fund - Fund Balance**

On September 21, 2004 the DOR issued a directive to the Town relative to the action of the School Committee. In the opinion of the DOR, the School Committee did **not** have the authority to charge certain capital outlay expenditures to its budget without Town Meeting's approval. Although the Town does not agree with the DOR opinion, the financial statements, as presented, are consistent with the DOR's directive. Payments that were originally charged to the general fund were subsequently charged to capital project funds.

This change has no effect on the government-wide statements. However, it has an impact on the fund balance of the general fund. The year-end fund balance of the general fund was \$2,580,659 more than the prior year fund balance. However, \$650,000 of this increase was generated as a result of the School Committee budget closing to fund balance at the end of the year. In November 2004, to accomplish what was originally intended, the School Committee will request additional funding for these projects in the amount of \$650,000.



Town of Reading, Massachusetts  
 Budgetary Comparison Schedule - General Fund  
 Required Supplementary Information  
 For the Year Ended June 30, 2004

	<u>Budgeted Amount</u>		<u>Actual Amounts (Budgetary Basis)</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
<b>Resources (inflows):</b>				
Property taxes	\$ 37,759,128	37,759,128	37,889,323	130,195
Excise taxes	2,700,000	2,700,000	2,823,284	123,284
Penalties and interest on taxes	150,000	150,000	167,558	17,558
Payments in lieu of taxes	220,000	220,000	269,984	49,984
Charges for services	1,200,000	1,200,000	1,431,493	231,493
Licenses and permits	50,000	50,000	63,360	13,360
Intergovernmental	11,399,578	11,399,578	11,498,777	99,199
Special assessments	5,000	5,000	6,390	1,390
Fines	100,000	100,000	138,693	38,693
Investment income	265,000	265,000	476,745	211,745
Other	—	—	50,819	50,819
Premiums on bonds and notes issued, net of issue costs	—	—	339,822	339,822
Transfers from other funds	1,952,136	1,952,136	1,952,136	—
<b>Total resources</b>	<b>55,800,842</b>	<b>55,800,842</b>	<b>57,108,384</b>	<b>1,307,542</b>
<b>Charges to appropriation (outflows):</b>				
General government	2,419,684	2,495,164	2,445,816	49,348
Public safety	6,484,845	6,583,289	6,445,153	138,136
Education	29,490,650	29,375,512	28,691,799	683,713
Public works and facilities	3,770,194	3,898,683	3,812,080	86,603
Human services	309,733	315,483	304,966	10,517
Culture and recreation	869,974	900,754	900,751	3
Employee benefits	7,428,422	7,428,422	7,355,202	73,220
Intergovernmental	569,770	569,770	566,001	3,769
Debt service	3,605,700	3,761,700	3,760,678	1,022
Transfers to other funds	417,500	417,500	417,500	—
<b>Total charges to appropriations</b>	<b>55,366,472</b>	<b>55,746,277</b>	<b>54,699,946</b>	<b>1,046,331</b>
Excess of resources over charges to appropriations	434,370	54,565	2,408,438	2,353,873
<b>Fund balance allocation</b>	<b>351,820</b>	<b>(54,565)</b>	<b>—</b>	<b>—</b>
Excess of resources over charges to appropriations	\$ 786,190	—	2,408,438	2,353,873

The notes to the required supplementary information are an integral part of this schedule.

# TOWN OF READING, MASSACHUSETTS

## Notes to the Required Supplementary Information

June 30, 2004

### Note A. Explanation of Differences between Budgetary Inflows and Outflows and GAAP Revenues and Expenditures – General Fund

#### Budgetary inflows and GAAP revenues

	\$
Actual amounts (budgetary basis) "total resources" from the budgetary comparison schedule (page 39)	57,108,384
Differences – budget to GAAP:	
Property taxes are reported as a budgetary resource on the cash basis, rather than on the modified accrual basis.	(10,000)
Motor vehicle excise taxes are reported as a budgetary resource on the cash basis, rather than on the modified accrual basis.	(20,000)
Investment income is reported as a budgetary resource on the cash basis, rather than on the accrual basis.	26,267
Premiums on bonds and notes issued, net of issue costs are not revenues for financial reporting purposes.	(339,822)
Transfers from other funds are inflows of budgetary resources but are not revenues for financial reporting purposes.	(1,952,136)
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balance (page 14)	<u>\$ 54,812,693</u>

#### Budgetary outflows and GAAP expenditures

	\$
Actual amounts (budgetary basis) "total charges to appropriation" from the budgetary comparison schedule (page 39)	54,699,946
Differences – budget to GAAP:	
Interest on bond anticipation notes is budgeted on the cash basis, rather than on the accrual basis.	123,641
Costs related to the issuance of bonds and notes are net of premiums on the budgetary basis, rather than reported gross.	100,844
Encumbrances for commitments related to unperformed contracts are reported as charges to appropriations for budgetary purposes and are recorded when the contracts are performed for financial statement purposes:	
Prior year encumbrances expended in fiscal year 2004	338,765
Current year encumbrances reported as charges to appropriations for budget purposes	(638,360)
Transfers to other funds are outflows of budgetary resources but are not expenditures for financial reporting purposes.	(417,500)
Total expenditures as reported on the statements of revenues, expenditures and changes in fund balance (page 14)	<u>\$ 54,207,336</u>

**TOWN OF READING, MASSACHUSETTS**

**Reading Contributory Retirement Board**

**Required Supplementary Information**

**Schedule of Funding Progress  
(dollars in thousands)**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets (a)</b>	<b>Actuarial Accrued Liability (AAL) (b)</b>	<b>Unfunded AAL (UAAL) (b - a)</b>	<b>Funding Ratio (a / b)</b>	<b>Covered Payroll (c)</b>	<b>UAAL as a Percentage of Covered Payroll ((b - a) / c)</b>
	\$	\$	\$	%	\$	%
30-Jun-99	48,158	74,903	26,745	64.3	15,118	176.9
30-Jun-00	54,076	78,486	24,410	68.9	15,798	154.5
30-Jun-01	58,286	82,550	24,264	70.6	16,129	150.4
30-Jun-02	60,933	86,888	25,955	70.1	16,855	153.4
30-Jun-03	62,897	91,302	28,405	68.9	16,734	167.7
30-Jun-04	66,850	95,961	29,111	69.7	17,487	166.5

**Notes to Schedule**

Additional information as of the latest actuarial valuation follows:

Valuation date: June 30, 2003 (Updated for funding schedule June 30, 2004)

Actuarial cost method: Entry age normal cost

Amortization method: Payments calculated to increase at 1.5% per year

Remaining amortization period 22 years

Asset valuation method: Sum of the actuarial value at beginning of year, contributions, and investment earnings based on the actuarial interest assumptions less benefit payments plus 20% of market value at end of year in excess of that sum, plus additional adjustments toward market value as necessary so that final actuarial value is within 20% of market value.

**Actuarial assumptions:**

Investment rate of return 8.00%

Projected salary increases 6.00%

Cost-of-living adjustment Cost of living adjustments granted after July 1, 1998 are the responsibility of the Reading Contributory Retirement Board. Adjustments granted from July 1, 1981 to June 30, 1998 are funded by Commonwealth of Massachusetts

TOWN OF READING, MASSACHUSETTS  
Reading Contributory Retirement Board  
Required Supplementary Information  
Schedule of Contributions from Employers

<u>Year Ended June 30</u>	<u>Annual Required Contribution</u> \$	<u>Percentage Contributed</u> %
1999	2,818,400	101.3
2000	2,893,800	100.3
2001	2,910,900	100.0
2002	2,980,400	100.0
2003	3,051,200	100.0
2004	3,124,800	100.0



Town of Reading, Massachusetts  
Combining Balance Sheet  
Nonmajor Governmental Funds  
June 30, 2004

	<u>Special Revenue</u>		Capital		
	<u>School Funds</u>	<u>Other Funds</u>	<u>Projects Funds</u>	<u>Permanent Funds</u>	<u>Total</u>
<b>ASSETS</b>					
Cash and cash equivalents	\$ 431,587	2,235,162	(133,823)	—	2,532,926
Investments	—	5,002,885	—	1,985,313	6,988,198
Receivables:					
Liens	—	400	—	—	400
Special assessment	—	6,614	—	—	6,614
Other governments	286,147	1,117	877,832	—	1,165,096
Other	—	—	184,071	600	184,671
Total assets	<u>\$ 717,734</u>	<u>7,246,178</u>	<u>928,080</u>	<u>1,985,913</u>	<u>10,877,905</u>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Warrants and accounts payable	\$ 29,958	100,017	843,587	—	973,562
Accrued payroll payable	107,654	—	—	—	107,654
Deferred revenue	—	7,014	—	—	7,014
Notes payable	—	—	1,133,000	—	1,133,000
Total liabilities	<u>137,612</u>	<u>107,031</u>	<u>1,976,587</u>	<u>—</u>	<u>2,221,230</u>
Fund balances:					
Reserved for:					
Subsequent year's expenditures	—	454,993	—	—	454,993
Other purposes	—	—	—	1,985,913	1,985,913
Unreserved	580,122	6,684,154	(1,048,507)	—	6,215,769
Total fund balances (deficit)	<u>580,122</u>	<u>7,139,147</u>	<u>(1,048,507)</u>	<u>1,985,913</u>	<u>8,656,675</u>
Total liabilities and fund balances	<u>\$ 717,734</u>	<u>7,246,178</u>	<u>928,080</u>	<u>1,985,913</u>	<u>10,877,905</u>

Town of Reading, Massachusetts  
Combining Statement of Revenues, Expenditures and Changes in Fund Balances  
Nonmajor Governmental Funds  
For The Year Ended June 30, 2004

	<u>Special Revenue</u>		<u>Capital Projects Funds</u>	<u>Permanent Funds</u>	<u>Total</u>
	<u>School Funds</u>	<u>Other Funds</u>			
<b>Revenues:</b>					
Payments in lieu of taxes	\$ —	107,256	—	—	107,256
Charges for services	1,713,280	1,141,674	—	—	2,854,954
Intergovernmental	1,921,747	257,658	1,781,459	—	3,960,864
Special assessments	—	602	—	—	602
Fines	—	200	—	—	200
Investment income	—	135,527	—	96,131	231,658
Contributions and bequests	38,938	65,561	184,071	81,370	369,940
Miscellaneous	—	192,000	—	—	192,000
Total revenues	<u>3,673,965</u>	<u>1,900,478</u>	<u>1,965,530</u>	<u>177,501</u>	<u>7,717,474</u>
<b>Expenditures:</b>					
Current:					
General government	—	58,236	—	—	58,236
Public safety	—	840,328	—	—	840,328
Education	3,480,439	12,616	—	—	3,493,055
Public works and facilities	—	233,459	—	—	233,459
Human services	—	227,258	—	—	227,258
Culture and recreation	—	549,351	—	—	549,351
Capital outlay	—	—	2,311,694	—	2,311,694
Total expenditures	<u>3,480,439</u>	<u>1,921,248</u>	<u>2,311,694</u>	<u>—</u>	<u>7,713,381</u>
Excess (deficiency) of revenues over expenditures	<u>193,526</u>	<u>(20,770)</u>	<u>(346,164)</u>	<u>177,501</u>	<u>4,093</u>
<b>Other financing sources (uses):</b>					
Transfers from other funds	—	845,293	117,500	—	962,793
Transfers to other funds	—	(126,074)	—	(95,293)	(221,367)
Total other financing sources and (uses)	<u>—</u>	<u>719,219</u>	<u>117,500</u>	<u>(95,293)</u>	<u>741,426</u>
Excess (deficiency) of revenues over expenditures and other financing sources and (uses)	<u>193,526</u>	<u>698,449</u>	<u>(228,664)</u>	<u>82,208</u>	<u>745,519</u>
Fund balances (deficit) - beginning	<u>386,596</u>	<u>6,440,698</u>	<u>(819,843)</u>	<u>1,903,705</u>	<u>7,911,156</u>
Fund balances (deficit) - ending	<u>\$ 580,122</u>	<u>7,139,147</u>	<u>(1,048,507)</u>	<u>1,985,913</u>	<u>8,656,675</u>

Town of Reading, Massachusetts  
Combining Statement of Net Assets  
Nonmajor Enterprise Funds  
June 30, 2004

	Business-type Activities - Enterprise Funds		
	<u>Sewer</u>	<u>Landfill Closure and Postclosure</u>	<u>Total</u>
<b>ASSETS</b>			
Current assets:			
Cash and cash equivalents	\$ 1,809,486	2,365,022	4,174,508
Receivables, net of allowance for uncollectibles:			
User charges	916,127	—	916,127
Liens	18,535	—	18,535
Deferrals	1,853	—	1,853
Special assessments	68,886	—	68,886
Inventories	1,694	—	1,694
Total current assets	<u>2,816,581</u>	<u>2,365,022</u>	<u>5,181,603</u>
Noncurrent assets:			
Capital assets	10,567,216	—	10,567,216
Less accumulated depreciation	<u>(5,173,266)</u>	<u>—</u>	<u>(5,173,266)</u>
Total noncurrent assets	<u>5,393,950</u>	<u>—</u>	<u>5,393,950</u>
Total assets	<u>8,210,531</u>	<u>2,365,022</u>	<u>10,575,553</u>
<b>LIABILITIES</b>			
Current liabilities:			
Warrants and accounts payable	12,928	—	12,928
Performance deposit	<u>—</u>	<u>74,000</u>	<u>74,000</u>
Total current liabilities	<u>12,928</u>	<u>74,000</u>	<u>86,928</u>
Noncurrent liabilities:			
Compensated absences	<u>5,202</u>	<u>—</u>	<u>5,202</u>
Total liabilities	<u>18,130</u>	<u>74,000</u>	<u>92,130</u>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	5,393,950	—	5,393,950
Restricted by state statute	1,721,202	2,291,022	4,012,224
Unreserved	<u>1,077,249</u>	<u>—</u>	<u>1,077,249</u>
Total net assets	<u>\$ 8,192,401</u>	<u>2,291,022</u>	<u>10,483,423</u>

Town of Reading, Massachusetts  
Combining Statement of Revenues, Expenditures and Changes in Fund Net Assets  
Nonmajor Enterprise Funds  
For The Year Ended June 30, 2004

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Sewer</u>	<u>Landfill Closure and Postclosure</u>	<u>Total</u>
<b>Operating revenues:</b>			
Charges for services	\$ 3,508,416	—	3,508,416
Special assessments	16,864	—	16,864
Total operating revenues	<u>3,525,280</u>	<u>—</u>	<u>3,525,280</u>
<b>Operating expenses:</b>			
Energy purchases	20,566	—	20,566
Intergovernmental	2,937,036	—	2,937,036
Depreciation	248,408	—	248,408
Other operating costs	627,169	—	627,169
Total operating expenses	<u>3,833,179</u>	<u>—</u>	<u>3,833,179</u>
Operating (loss)	<u>(307,899)</u>	<u>—</u>	<u>(307,899)</u>
<b>Nonoperating revenues:</b>			
Investment income	9,400	29,993	39,393
Income (loss) before transfers	<u>(298,499)</u>	<u>29,993</u>	<u>(268,506)</u>
<b>Transfers to other funds</b>	<u>—</u>	<u>(750,000)</u>	<u>(750,000)</u>
Changes in net assets	(298,499)	(720,007)	(1,018,506)
Net assets - beginning	<u>8,490,900</u>	<u>3,011,029</u>	<u>11,501,929</u>
Net assets - ending	<u>\$ 8,192,401</u>	<u>2,291,022</u>	<u>10,483,423</u>



Town of Reading, Massachusetts  
Combining Statement of Cash Flows  
Nonmajor Enterprise Funds  
For The Year Ended June 30, 2004

	<u>Business-type Activities - Enterprise Funds</u>		
	<u>Sewer</u>	<u>Landfill Closure and Postclosure</u>	<u>Total</u>
<b>Cash flows from operating activities:</b>			
Receipts from customers	\$ 3,578,715	—	3,578,715
Payments to employees	(214,833)	—	(214,833)
Payments for employee benefits	(86,172)	—	(86,172)
Payments for supplies and services	(359,916)	—	(359,916)
Payments to other governments	(2,937,036)	—	(2,937,036)
Net cash (used) by operating activities	(19,242)	—	(19,242)
<b>Cash flows from noncapital financing activities:</b>			
Transfers to other funds	—	(750,000)	(750,000)
<b>Cash flows from capital and related financing activities:</b>			
Acquisition of capital assets	(55,855)	—	(55,855)
Principal paid on capital debt	(132,190)	—	(132,190)
Net cash (used) by capital and related financing activities	(188,045)	—	(188,045)
<b>Cash flows from investing activities:</b>			
Interest on investments	9,400	29,993	39,393
Net (decrease) in cash and cash equivalents	(197,887)	(720,007)	(917,894)
Balances - beginning	2,007,373	3,085,029	5,092,402
Balances - ending	\$ 1,809,486	2,365,022	4,174,508
<b>Reconciliation of operating income (loss) to net cash provided (used) by operating activities</b>			
Operating (loss)	\$ (307,899)	—	(307,899)
Adjustments to reconcile operating income to net cash provided by operating activities:			
Depreciation expense	248,408	—	248,408
Changes in net assets and liabilities:			
Receivables (net)	53,436	—	53,436
Inventories and prepayments	(1,695)	—	(1,695)
Warrants and accounts payable	(11,984)	—	(11,984)
Compensated absences payable	492	—	492
Net cash (used) by operating activities	\$ (19,242)	—	(19,242)

## **DEPARTMENT OF COMMUNITY SERVICES**

### **Board of Selectmen**

Selectmen Richard W. Schubert and Joseph Duffy each ran for re-election and were re-elected to three year terms. Richard Schubert was elected by the Board of Selectmen to serve as Chairman.

### **Personnel and Volunteers**

In area of personnel, Town Accountant Richard Foley was re-appointed by the Board of Selectmen as Town Accountant.

In the area of Boards, Committees and Commissions, the Board of Selectmen:

- ◆ Established an Ad Hoc Memorial Park Committee to get a consensus of what activities should be permitted at Memorial Park before filing a cy pres agreement with the court. Selectman Gail Wood, Recreation Committee Member Rick Schaffer, Frank Driscoll, Preston Lucas, Davina Shuman and Margaret O'Sullivan were appointed to the Ad Hoc Memorial Park Committee.
- ◆ Extended the term of the Master Plan Advisory Committee to December 31, 2005.
- ◆ The ad hoc Charter Review Committee submitted its final report on June 29, 2004.
- ◆ At the request of the Trust Fund Commissioners to explore the possibility of an urgent care facility in Reading, the Board of Selectmen established an ad hoc Hospital Development Committee to determine if this is feasible.

The following individuals were either newly appointed or re-appointed by the Board of Selectmen to the following Boards, Committees and Commissions:

- ◆ Karyn Storti, Corey Porter and Matt Edson to the Advisory Council Against the Misuse and Abuse of Alcohol, Tobacco and Other Drugs;
- ◆ John Jarema and Michael Conway to the Board of Appeals;
- ◆ Ronald Stortz to the Board of Cemetery Trustees;
- ◆ David Singer to the Board of Health;
- ◆ Robert Cusolito to the Board of Registrars;
- ◆ John Daly to the Commissioners of Trust Funds;
- ◆ Jonathan Barnes, Richard Howard and John Sasso to the Community Planning and Development Commission;
- ◆ Mark Wetzel and Rebecca Longley to the Conservation Commission;
- ◆ Alan Ulrich and Robert Prince as Constables;
- ◆ Elizabeth Cronin, Sally Hoyt and Carole Scrima to the Council on Aging;
- ◆ Alison Sloan DaSilva, Harold Bond and Janet Grace Hatherly to the Cultural Council;
- ◆ Mark Cardono and Sharlene Reynolds Santo to the Historical Commission;
- ◆ Mary Connors to the Housing Authority;
- ◆ Elaine Webb, Bob Silva and Nancy Najmi to the Human Relations Advisory Committee;
- ◆ George B. Perry II to the Land Bank Committee;
- ◆ Francis Driscoll, Frederick Shaffer and Michael DiPetro to the Recreation Committee;
- ◆ Lois Macelhiney and David Williams to the Solid Waste Advisory Committee;
- ◆ James Kiegley, John Greichen and Benjamin Ream (Associate) to the Telecommunications and Technology Advisory Committee;

- ◆ Benjamin Nichols and Alice Grau (Associate) to the Town Forest Committee;
- ◆ John Wood and Steve Oston to the Water, Sewer and Storm Water Management Advisory Committee.

### **Community Development**

The Route 128/93 Interchange Project plans remained suspended. Mass Highway worked with the State Route 128/I-93 Task Force to hire a consultant.

The Town of Reading approved a land swap of property on Pleasant Street to the Reading Housing Authority to allow them to create six units of affordable housing.

The Board of Selectmen approved a LIP application by Habitat for Humanity Greater Lowell for portions of Plat 93, Lot 33 on Governors Drive for two units of affordable housing. The remainder of the site will be transferred to the Conservation Commission.

After complaints from residents regarding the over-use of Memorial Park, the Board of Selectmen created an ad hoc Committee. The purpose of the Committee is to develop an agreement for future uses of Memorial Park. The outcome of the Committee was to request Town Meeting support for Town Counsel to file a petition of cy pres with the probate court relative to the uses of Memorial Park.

In January 2004, the Board of Selectmen approved the alternate uses for Lot 2 of the former landfill property consisting of approximately 8,519 acres of land for retail uses. This portion of the site will be used for additional retail uses since there is no current or projected market for office and hotel use.

In May 2005, the Board of Selectmen approved the improvements within the public way of George Street and Curtis Street, the connection of the sewer line into the public way, and the looping of the waterline for the George Street 40B project.

### **Infrastructure**

In February 2004, the Board of Selectmen approved the West Street at South Street intersection improvements and signalization for the Archstone project.

In March 2004, the Board of Selectmen directed the Town Engineer to proceed with the 20 mph design for Willow Street.

The Board of Selectmen approved a concept plan for improvements to the intersection of General Way and Walkers Brook Drive.

In June 2004, the Board of Selectmen approved the recommendation for a new Water Treatment Plant as opposed to the rehab of the existing facility.

The process of applying to buy water from the MWRA continued.

### **Financial**

Balancing the Town's finances is always a challenge. The FY 2005 Budget, adopted in May 2004, was completed while using minimal reserves. The community was able to:

- ◆ Add \$100,000 to the Stabilization Fund;
- ◆ Add a one-time increase to the pension budget to address prior poor stock market performance;



- ◆ Tripled the amount of money spent on capital improvements from the prior year;
- ◆ Maintained cash reserves that were a minimum of 5% of the operating budget;
- ◆ Increased operating budgets slightly as needed, particularly in the School Department to account for busing of students from the Barrows School area to the new Wood End School.

## **TOWN CLERK**

### **Elections**

On March 2, 2004, we combined our Local Election with the Presidential Primary. The Local Election ballot contained two questions. The first question was a Charter amendment regarding the Reading Municipal Light Board that passed. The second question was to assess an additional \$483,000 for sidewalks on Franklin Street which did not pass.

We began provisional balloting. Persons claiming the right to vote but whose names do not appear on the voting list, have two options. The first option is to go to the office of the local election official for a search of records, and the second option is to simply vote on a provisional ballot.

A provisional ballot allows residents who believe that they are registered to cast a provisional ballot. The individual must sign both a provisional ballot affirmation and a provisional ballot precinct signature roster. The Precinct Election Officer shall mark the number of the provisional ballot envelope on the provisional ballot affirmation and the roster. The Precinct Election Officer shall check the appropriate box on the roster and on the Provisional Ballot Affirmation next to the circumstance for issuing the provisional ballot. The Official Ballot is used; however, the Precinct Officer writes the word "Provisional" on the ballot before handing it to the individual to place in a provisional ballot envelope. After a thorough search through Central Voter Registry, Registry of Motor Vehicles and Town they believe to have registered with, it is determined whether the alleged voter ballot will be counted.

The Help America Vote Act (HAVA) was put in place that required voters who have never voted in Massachusetts before January 1, 2003 and registered by mail to provide identification at the polls.

### **Turnout:**

Local Election – 34% (5505 ballots)

Presidential Primary – 33% (5252 ballots)

State Primary – 11.8% (1909 ballots)

State Election – 78% (12911 ballots)

Polling location was changed for Primary and State Election to One Jacob Way (Addison-Wesley/Longman, Building E) due to the construction at the High School. This location worked well for the Primary. There were long lines and traffic delays during the State Election but this was a consistent problem throughout the State.



### **Board of Registrars**

Robert Cusolito, Sarah (Sally) List Hilgendorff, Gloria Hulse and Town Clerk Cheryl A. Johnson certified over 1756 voter and household changes to the community for 2004, certified petitions and nomination papers, and offered assistance to voters on election day.

### **Census**

The Annual Town Census was conducted in January, entirely by mail, with a total of 9200 forms mailed to residences.

The local census assists Town Clerks in putting together the Street List (resident book) and the Jury List. Major functions served by an annual local census are:

- ◆ Information collected for municipal purposes
  - School needs
  - Growth and planning needs
  - Resident identification for police and fire
  - Collection of dog information
  - Veteran Information
- ◆ Information for the Jury Commissioners
- ◆ Determining inactive voter status for voter purge as required by the National Voter Registration Act.

### **Town Meeting**

The Annual Town Meeting in April was completed in four sessions, approving a budget for Fiscal Year 2005 in the amount of \$68,085,056. At this Town Meeting, we also voted for changes to the General Bylaw regarding the storing and handling of crude petroleum. The Town also voted to remove the Chief of Police position from Civil Service effective after the next Civil Service Chief.

The Subsequent Town Meeting in November was completed in three sessions. Town Meeting voted to amend parts of the Home Rule Charter. Charter changes will be voted on at the April 8, 2005 local election. Town Meeting also voted to establish a Local Historic District.

### **Vital Statistics and Licensing**

During the calendar year 2004, the following Vital Statistics were recorded in the Town Clerk's Office:

**Births – 268**

**Marriages – 99**

**Deaths – 322**

Massachusetts went down in history as being the first State in the union to offer same-sex marriages starting May 17th. There were a couple of interpretations on the impediment dealing with out of state couples. On the one hand, the impediment implies if it is illegal for you to marry in your jurisdiction, it is illegal for you to marry in Massachusetts. Same sex couples are not allowed to marry in any State except Massachusetts. But there are other constitutional issues and another interpretation has the legality hooked around the Defense of Marriage Acts, which

guarantees that no State will be forced to recognize marriages performed in another State. This caused quite a stir with the press and newspapers requesting copies of same sex marriage intentions. There were eight same sex marriages where couples completed their intent to marry and received their licenses in Reading in 2004.

Since the opening of the hospice house in Reading, our deaths increased by 36% this year. The number of births dropped slightly in 2004.

Also issued were 1904 dog licenses, 146 business certificates, 22 renewals for underground storage tanks and 38 cemetery deeds.

A total of 480 Fish and Wildlife Licenses and stamps were issued during the year for a total of \$9365.35. The Town of Reading issued 61 licenses free of charges to those citizens over 70 years of age. The Town retained \$459.85 in fees from the sale of licenses. Sales increased over 50% due to Wakefield and Melrose no longer selling these licenses.

Total receipts collected in the Clerk's Office for the calendar year 2004 amounted to \$85,040.34.

Respectfully submitted,

Cheryl A. Johnson, Town Clerk

### **TOWN COUNSEL'S REPORT**

During 2004, Brackett & Lucas as Town Counsel addressed many diverse issues. Attorneys Joan Langsam, Gary Brackett, Yvonne Gonzalez, Ellen Callahan Doucette and Donna Gorshel Cohen all provided services to most boards and departments of the Town. The legal services provided concentrated in the areas of land use, School Department issues relating to public records, open meeting law, school construction, contract review and various litigation matters. We are pleased to state that at this juncture, the Town of Reading has very little ongoing litigation.

As Town Counsel, the firm of Brackett & Lucas also provided legal advice and assistance to both the Board of Selectmen and School Committee relative to property issues and State funding application procedures concerning the renovation of the Reading Memorial High School.

In general, legal assistance in the way of rendering opinions and giving advice was provided to most departments.

A significant portion of the legal services provided to Reading involved permitting of various residential developments in the Town, and the continuing development of the Reading landfill. Some of the development projects included the Old Spense Farm Development, 45 Beacon Street and the Maplewood Village Development, a Local Initiative Project (LIP). Litigation concerning the new Walkers Brook Development was initiated by an abutter but was quickly settled between the private parties.

One of the major projects involving Town Counsel undertaken during 2004 was the revamping of the Reading Town Charter. Numerous meetings were attended by Counsel and a much clearer more consistent charter was adopted at Town Meeting. Other legal services

provided to the Town included representation to the Board of Assessors on appeals to the Appellate Tax Board, and review and drafting of Warrant Articles for Town Meetings during the year.

Another major project was updating and preparing documents for street acceptances in Reading to be filed in the Registry of Deeds.

Litigation initiated by the Town did commence in 2004. The Town of Reading filed suit against the Agfa Corporation and the Massachusetts Highway Department for the contamination of the Town's Revay municipal water supply well. The Town is continuing to work with DEP to address the contamination issue while this lawsuit is pending.

There were still a few items of ongoing litigation carried over from previous years. One such matter was Fulgoni vs. Zoning Board of Appeals. The Town prevailed on its summary judgment motion and as of this date, Mr. Fulgoni is still not permitted to build on his property. The Appeals Court in the Eaton litigation refused to reinstate Ms. Eaton to the Conservation Commission.

During the Spring of 2004, the Reading Conservation Commission denied permission to Angela Tabbi to construct a residence on a lot adjacent to Longfellow Road. Such decision was appealed. The matter is pending in the Superior Court but DEP upheld the Conservation Commission's order.

During 2004, Town Counsel assisted the Town Manager and an ad hoc committee in developing a bylaw concerning the "Storing and Handling of Crude Petroleum or any Crude Petroleum Products." Such bylaw was adopted at Town Meeting.

In 2004, Town Counsel continued to monitor the progress of the closing of the landfill and construction activities. The escrow account, with the approval of DEP, was reduced by \$750,000 for work satisfactorily completed. The Administrative Consent Order and the Escrow Agreement was amended to reflect the necessary changes in construction sequence. Town Counsel and the Town Manager continue to monitor construction progress, and to work with the DEP for the reduction in the escrow account.

A significant amount of hours were spent in reviewing, developing and negotiating contracts for the construction of the Reading High School, and monitoring issues relating to the construction of the two new elementary schools.

Town Counsel assisted the Town Manager in developing a new contract and agreement with RCTV. This involved attending joint meetings among the Board of Selectmen, RCTV and the Technology and Telecommunications Advisory Committee.

It has been a pleasure continuing to serve the Town of Reading and addressing its legal concerns. We look forward to another active and fruitful year in 2005.

Respectfully submitted,

Joan E. Langsam



## **CONSERVATION DIVISION**

The Conservation Commission was established in 1960 under Section 8C of Chapter 40 of the Massachusetts General Laws for the promotion and the development of the natural resources and for the protection of watershed resources in Reading. The Commission has worked since that time to acquire and maintain hundreds of acres of conservation land within the Town for public enjoyment and resource protection.

In 1972, the Conservation Commission was given regulatory authority to administer the new Wetlands Protection Act, Section 40 of Chapter 131 of the Massachusetts General Laws. Over the years, the Commission's role in the administration of the Wetlands Protection Act has been further defined through regulations and policies issued by the Massachusetts Department of Environmental Protection.

In 1980, the Town adopted Section 5.7 of the Reading General Bylaws, the Wetlands Protection Bylaw. The Commission subsequently promulgated the Reading Wetlands Protection Regulations under the Bylaw. From time to time, Town Meeting has amended the Bylaw and the Commission has amended the Regulations, most recently in January of 2002. The amendments serve to clarify the language, to make it consistent with recent changes in the State law and regulations, and to assure revenues from filing fees.

## **Wetlands Protection Activities**

During 2004, the Conservation Commission reviewed 42 permit applications for proposed work and wetlands delineation. The Commission held 108 public hearings and public meetings and performed over 120 site inspections regarding these permit applications. The Commission also issued 79 decisions including permits, resource area delineations, extensions and amendments. The Commission made final site inspections and closed 47 project files in a concerted effort to update records. The Commission identified and resolved 23 violations.

The Administrator reviewed and signed off on 835 building permits and 44 minor projects and performed 446 site inspections. The Commission collected \$4,778.50 in filing fees under the Wetlands Protection Act, and \$21,760.88 under the Wetlands Protection Bylaw. The Commonwealth doubled filing fees under the Wetlands Protection Act in October.

The major projects under permitting review and/or construction oversight by the Commission in 2004 included: Three multi-family developments that include affordable housing, two preliminary subdivisions and two under construction; major renovations at Barrows Elementary and RMHS; construction of Wood End Elementary; capping and redevelopment of the landfill and associated roadway improvements for Walkers Brook Crossing; mitigation and wetlands restoration work to correct impacts of the hazardous materials spills at several sites; water main and gas main improvements; improvements in commercial properties on South Main Street and General Avenue and preliminary plans for work on Camp Curtis Guild and a new Water Treatment Plant.

The Commission and Administrator worked with: The Recreation Department on playground improvements; Mass. Highway on drainage improvements, paving and vegetation management; North Reading officials to resolve a flooding problem caused by beavers at Mill



Street; Ipswich River Stream Team on promotion of rain barrels and improvements at Lob's Mill Conservation Area and Town staff on a petroleum storage bylaw, master plan, storm water management plan and access off Longwood Road.

### **Natural Resources Conservation Activities**

The Commission is grateful for the completion of a Conservation restriction granted by the YMCA, and for a new picnic area and canoe launch at Lob's Mill installed by Boy Scouts and the Ipswich River Stream Team. Plans have also been approved for Boy Scout service projects in Kurchiam Woods, Bare Meadow and Pinevale Conservation Areas. Maps of trails in Town Conservation Areas and regulations for use of these areas are available at Town Hall.

During 2004, Kelley Meier left the Commission. Doug Greene, Will Finch, Becky Longley, Bill Hecht and Jamie Maughan continued in service along with Harold Hulse and Leo Kenney, our consultants.

Bill Hecht assumed the role of Chairman and Will Finch continued as Vice Chairman. Fran Fink continued in service as Conservation Administrator. Members of the Conservation Commission and the Conservation Administrator attended various workshops and courses during the year to stay current with open space protection and wetland regulation practices.

The Commission's Office is located in the Community Services Department on the first floor of Town Hall. The phone number is (781) 942-9016.

Respectfully submitted,

Frances Fink, Conservation Administrator

### **HEALTH DIVISION**

Public Health continues to employ the varying sciences of its discipline to improve and protect the well being of Reading citizens, and to protect the environment from pollution and damage. Epidemiology and infection control, food science, toxicology, vector control, immunization and medical screening, emergency preparedness, and the legal responsibilities of enforcement through regulations are some of the many fields of study used each day by the Health Division to meet the goals created by the mission of the Board of Health. The Health Division, under the direction of the Board, develops programs and services to respond to emerging health issues. The accomplishment of these programs is done in collaboration with the Massachusetts Department of Public Health, the Department of Homeland Security, the Department of Environmental Protection and local agencies, and other Town Departments.

The Board of Health (BOH) continued with a stable membership operating under the leadership of Colleen Seferian as Chairman, Barbara Meade as Board Secretary and Dr. David Mitchell Singer. The Board of Health's work was wide and varied this year. The members actively reviewed the progress of building plans and the opening of Walkers Brook Crossing, Phase 1. As a governing board, they reviewed housing issues and met with landlords and tenants to assist in the enforcement of housing orders (105 CMR 410.000) issued by the Health Administrator. They toured the Water Treatment Plant to better understand the Town's safe

water distribution system. Members of the Board stayed knowledgeable of the responsibilities of Reading's public health emergency response program as a dynamic document to enable response to any public health emergency.

The Health Division continues its role as liaison to the Substance Abuse Prevention Advisory Council. Chairman Karyn Storti and the 11 member Council worked throughout the year with the School and Police Departments to educate the general population of the Town around the issues of addiction. Substance abuse is a major public health issue which affects the Nation, State and community.

The mission of this Council is to use prevention as a major tool in an effort to prevent addiction due to the lack of knowledge. As members of Project Alliance, the Council met their annual education goal by presenting in cooperation with the School Department expert programs on positive parenting methods and the consequences of alcohol and drug use. Project Alliance is a coalition organized by the Middlesex District Attorney's Office. The Town has been a member of this organization through the Drug Free Schools and Communities Grant for over 17 years. The presentations were well received by their audience.

Emergency Preparedness and the response to bio-terrorism has become a national state and local focus to prepare for any man-made or natural disaster. The preparation for the Reading Health Division has been extensive and continues to be a plan in motion. Reading belongs to Region #3 of the public health sections -- the Division is a part of the Local Emergency Planning Council. The preparedness for Reading's Health Division is a part of The Greater Lawrence Coalition with North Reading, Lynnfield, Andover, North Andover, Methuen, Lawrence.

The Health Director meets bi-monthly preparing for regional and local emergencies. All communities would respond for an infectious disease outbreak such as Hepatitis-A. Anthrax exposure, smallpox, large-scale food contamination or a large chemical spill to lend staff and public health expertise to be used for purposes of triage, medicine dispensing and other operations. The coalition has received CDC grant funds to plan and to purchase for each community response and technology equipment. These grant funds have paid for extensive trainings that the Health Administrator has completed from CDC, FBI and Health Alert Net Emergency Response Communication System. The Health Administrator in training and planning for emergency preparedness has spent many weeks and months. This is and will continue to be a major role for public health.

Tobacco Control Program called Healthy Communities remains a grant funded program which Reading continues its membership along with Andover, North Andover, Middleton, Lynnfield, North Reading, Methuen, Haverhill, Dracut and Stoneham. The Tobacco Control Program operates within the guidelines of a Massachusetts Department of Public Health grant. Andover is the fiscal lead for the project. The coalition pays through these funds a Tobacco Control Coordinator. It is this staff person's responsibility to carry out quarterly compliance checks regarding smoke free work places and sale of tobacco products to youth. The results of all checks are reported to the Health Division for action, if necessary. 2004 tobacco vendors did well in complying with Reading's Board of Health Regulations. This year, the Board also made the Reading Memorial High administration their agents to allow them to assist in upholding the prevention and enforcement of the smoking regulations on school grounds.

The Public Health Nursing Service has been limited this year. The position has been vacant for half the calendar year. Many of the communities expectation of services were limited. Multiple screening programs were canceled and wait to be reinstituted when the position is filled, such as the cholesterol screening program, the tuberculosis screening, glucose screening, immunization program, and the blood pressure screening clinics. The pneumonia and tetanus immunization clinics were canceled.

The Health Administrator has investigated all food borne illness complaints, communicable disease reports, and has continued the vaccine distribution program to all medical providers in the community. The review of over 1200 immunization records was completed by the Health Administrator to meet the licensing requirement of the community's Summer camps. Licensing Summer camps is an extensive procedure involving administration for policy review, inspectional services and nursing services. The Health Administrator has done both positions for the second half of the year. This has limited operation of the Division to full capacity.

In May 2004, the Division immunized 40 High School seniors against bacterial meningitis as part of the recommended immunization program for entering college freshmen. This was only one of 12 programs in the State completed by a BOH. Influenza clinics were planned and carried out the year under the most difficult of distribution circumstances. The Division immunized over 1700 adults and 142 homebound individuals were immunized. Experientially, the Reading Health Division immunized fewer individuals this year. With the Reading Rotary Club, a flu prevention packet was distributed to help the community cope with the early lack of vaccine.

The Inspectional Services has completed 959 inspections. These were responses to housing, food establishments, noise, trash complaints, rodents, unique complaint issues. Food inspections continue to be within the State requirement at 2-3 x per year a total of (406). Besides the routine food establishment inspections this year, the Health Administrator reviewed plans for nine (9) new restaurants, met with the owner/managers, and then the Inspector completed pre-opening inspections on these new establishments. Also, the extensive inspection of the new Wood End Elementary School building and cafeteria were completed.

Camp and pool inspections in Reading are no longer only seasonal. The Inspector as a certified pool operator inspects two indoor pools (monthly) and three Winter camps. Massage therapy establishments (5) and tanning establishment (6), all churches, nursing homes and private clubs are inspected.

Twelve animal inspections have been completed and the appropriate reports forwarded to the State Department of Agriculture. The local and State regulations dealing with inspectional issues keep the community healthy through this diligent effort.

The Health Administrator as a Title 5 Inspector has the authority to inspect individual subsurface waste (septic) systems. Thirty-one systems were inspected for abandonment to be connected to Town sewer or inspected for repair. Education, the real estate market and the law have influenced this number of repairs or connections in Town.



Indoor Air Quality complaints are on an increase -- responding to both public and private entities. The Massachusetts Environmental Bureau has been very responsive to the Town assisting in these very complex investigations.

Contractual Services: The largest contractual service is mosquito control. The Town is part of the Eastern Middlesex Mosquito Control Project that provides mosquito wetland surveillance, larval and adult mosquito control and public education.

Heavy rains in April and the late Summer caused considerable mosquito activity. The risk of the mosquito borne transmission of Eastern Equine Encephalitis (EEE) increased in late Summer. This was a public health concern due to reported deaths in Southeastern Massachusetts. The project responded in Reading by collecting and identifying mosquito species that may cause West Nile Virus or EEE in five different traps in Reading -- 30 times on nine different nights. The mosquitoes were tested by the Massachusetts State Department of Public Health. The information only indicated large quantities of mosquitoes, not disease. Also in early Summer, the Division drops Vextolex WSP pouches in storm drains to reduce the mosquito larvae formation in the standing water. In 2004, this was completed 2x in all 2700 storm drains.

The control of adult mosquitoes is through larvacide bacillus thuringiensis var. Israelensis (Bto) which is classified by EPA as relatively non-toxic. An April helicopter application of Bti over 1.5 acres wetland. To control adult mosquitoes, resmethrin was applied at night by truck mounted sprayers at 2,379 acres only when traps were surveyed and the spraying was indicated.

Another contractual service offered through the Division to the community is Riverside Mental Health. The agency offers mental health counseling and substance abuse care for children, adolescents, adults and families who have limited financial resources. In FY 2005, the agency offered \$15,000 of free care to Reading residents. The agency has responded by request of the Health Division to assist in managing difficult situational crises.

Eastern Middlesex Association of Retarded Citizens (EMARC) served clients. The regional program offers training for the individuals to work at local businesses. The Health Services Administrator participates in quarterly Board Meetings to assure Reading's needs are met.

Dead Animal Disposal continues through contractual services. This contractual service prevents the transfer of disease such as rabies. In 2004, a total of 328 animals were removed from public ways and disposed of properly.

Environmental issues handled by the Division include the annual rabies immunization programs with the support of the local veterinarian. Fifty-six (56) dogs and cats were immunized on one Saturday afternoon. This rabies immunization clinic is the prevention offered for the 1600 registered dogs in the Town. The Clerk's Office provided registration for the first time at 2004 clinic. The Health Department responded to two positive raccoons for rabies during the Summer requiring dog quarantine and a person to be immunized against rabies. There were four bats that tested positive for which the Division responded appropriately.



Well Permits continue to be issued by the Division. 2004 issued 10 permits -- none in the aquifer district. The total number of wells both types is 200. The BOH regulations were amended this year to mandate every three years a certified laboratory report of the well water quality.

Removing hazardous material from the environment include the use syringe sharps box collections and mercury exchange program. Mercury fever thermometer exchange continues at the Division. In 2004, 100 thermometers were collected. This is a program with Covanta Waste Management and has been in operation for three years. The success of the program continues -- old household thermostats have been collected and disposed of properly to prevent the mercury from entering the environment.

The Division issued 232 burial permits.

#### **Sealer of Weights and Measures**

The Sealer of Weights and Measures under a grant from the State Department of Consumer Affairs for \$40,000 checks accuracy in scanner pricing in Reading, Stoneham and North Reading. The other functions are to respond to consumer complaints, to seal all scales for accuracy used in physician's offices, pharmacies and in retail food establishments, to check accuracy of gasoline pumps, and all items weighed and measured a total of 302 devices. 247 of these devices are gasoline pumps for accurate delivery of a gallon for a gallon and the proper octane is delivered. Sealing fees total \$8,057 plus \$500 in citations. The Sealer spent many hours preparing Home Depot to meet compliance before the home repair store opened.

#### **Revenues for Calendar Year 2004**

Programs and License Fees	\$132,000
Grants	\$ 53,126
<b>TOTAL</b>	<b>\$185,130</b>

Respectfully submitted,

Jane Fiore, Health Administrator

**INSPECTIONS DIVISION**

The Inspections Division is responsible for carrying out inspectional services on commercial and residential construction in the areas of building, gas, plumbing and wiring. In addition, the Division is responsible for enforcing the Town's Zoning By-laws and providing staff to the Zoning Board of Appeals.

<b><u>Statistics:</u></b>		<b><u>Year End 2004</u></b>
<b>Building</b>	Building Permits issued	<b>950</b>
	Inspections	<b>1,742</b>
	Fees received	<b>\$363,260.35*</b>
	Cert. of Inspections	<b>108</b>
	Fees received	<b>\$2,800</b>
<b>Wiring</b>	Wiring Permits issued	<b>697</b>
	Inspections	<b>1,130</b>
	Fees received	<b>\$59,189*</b>
<b>Plumbing/Gas</b>	Gas Permits issued	<b>265</b>
	Gas Fees received	<b>\$8,116</b>
	Plumbing Permits issued	<b>489</b>
	Plumbing Fees received	<b>\$20,900*</b>
	Combined Inspections Gas/Plumbing	<b>925</b>
<b>TOTAL FEES</b>		<b>\$469,553.35*</b>

**\* Totals do not include permit fees for Walkers Brook Crossing, Johnson Woods and Archstone-Reading that were deposited in revolving building account.**

**ZONING BOARD OF APPEALS**

The Zoning Board of Appeals met 24 times in 2004. The ZBA heard and decided on 33 petitions for Variances, Special Permits and appeals. ZBA Members are Chairman Susan Miller, Full Members Robert Redfern and John Jarema, and Associate Members Paul Dustin, Mark Gillis and Michael Conway. Town Planner Chris Reilly and Commissioner of Buildings Glen Redmond provide primary support to the Zoning Board of Appeals.

## **PLANNING DIVISION**

The Planning Division currently contains the office of Town Planner Chris Reilly who is the Town's chief planning and development review staff. Responsibilities include economic development, advising the Planning Commission and ZBA, coordinating Town staff regarding planning issues, Town planning and site plan review.

The Town Planner strives to:

- ◆ Support and inform the policies of the Selectmen
- ◆ Protect natural resources
- ◆ Address property-owner and resident concerns
- ◆ Address zoning issues
- ◆ Review proposed development
- ◆ Improve the quality of life in Reading
- ◆ Preserve and enhance the built environment
- ◆ Support the economic climate of the Town

## **Planning Division Activities**

During 2004, the Planning Division reviewed 50 applications for which Community Planning and Development Commission (CPDC) site plan review, subdivision, special permit or Zoning Board of Appeals (ZBA) Chapter 40B decisions were rendered, including extensions and modifications. Eight applications for Certificates of Appropriateness issued for approved signage in the Downtown Business-B Zoning District were processed by the Town Planner, and four Design Reviews were conducted for the Planned Unit Developments (PUD) located at Walkers Brook Crossing and Johnson Woods.

As sole staff in the Planning Division, the Town Planner performed over 131 site inspections regarding applications or compliance with previously approved projects and conducted 21 Design Review Team meetings with staff and applicants, working a weekly average of 49.6 hours.

As Clerk to the CPDC, the Town Planner attended 24 CPDC meetings consisting of 41 public hearings, four zoning workshops and 33 administrative reviews, and also attended 14 ZBA meetings regarding Chapter 40B and zoning cases. The Town Planner also served as staff for the Master Plan Advisory Committee (MPAC), attending 20 meetings related to the ongoing update of the 1991 Master Plan, and during five separate meetings gave various reports to the Selectmen on the status of the master plan update and public hearing proceedings.

## **Financial**

The Planning Division collected \$1,822 in filing fees under Subdivision Applications, \$1,095 for Subdivision Approval Not Required (ANR) Applications and \$49,496.25 in fees for Site Plan Review and PUD filings. Additional funds of \$126,000 were processed through the Planning Division for public works mitigation associated with the Johnson Woods development.

Below is an abbreviated list of project-specific responsibilities of the Town Planner in 2004, which were in addition to representing the Town as planning staff to outside organizations and general staff and customer support:

<p><b><u>CPDC Subdivisions</u></b>  Adams Way Administration/Construction  Ashley Place (Pondview Lane)  Administration/Construction/Extension  Baldwin Lane Administration/Extension</p> <p><b><u>CPDC Site Plan Permitting and Compliance</u></b>  36 Arthur B. Lord Drive (Burbank YMCA)  1 General Way (Danis Realty Trust)  16-18 Gould Street (Cain Oil)  10 Haven Street (Haven Junction)  320 Haverhill Street (VNA Hospice)  32 Lincoln Street (Century 21)  110 Main Street (Shell)  137 Main Street (Gilbert Insurance)  143 Main Street (Avellino Well) Modification  228 Main Street (Finagle-A-Bagel) Modification  749 Main Street (Texaco) Modification  4 Minot Street (Ford) Administration  15-17 Pierce Street Court Case/Administration  36 Walkers Brook Drive (Exxon)  87 Walkers Brook Drive (Texaco) Modification  4 West Street (Mobil on the Run) Administration/Modification</p> <p><b><u>CPDC Special Permits</u></b>  Longwood Poultry Farm PUD-R  Walkers Brook Crossing Modifications  CPDC Zoning Initiatives  80-100 Main Street-PUD Overlay  Zoning By Laws Section Nonconforming Buildings  Site Plan Review and Loading Zone  Waivers</p>	<p><b><u>Zoning Board of Appeals</u></b>  1375 Main Street Comprehensive Permit  32 George Street Comprehensive Permit  468 West Street (Longwood Poultry Farm) PUD Permit  42-70 West Street (Spence Farm) Comprehensive Permit  Salem St. Comprehensive Permit</p> <p><b><u>Department Projects</u></b>  Administrative/Record Keeping  Streamlining  Building Inspector/Code Support  Community Services Webpage  CPDC Minutes  Department Heads Presentation  Department of Housing and Community Development (DHCD) Tracking  Design Review Team Meetings  Downtown Streetscape Design  EO 418 Grant Administration  GIS Zoning Map Review  Governors Drive LIP  Housing Certification  Master Plan Advisory Committee/Update  Parking, Traffic and Transportation Task Force  Planning Webpage  Pre-Application Consultations  Salem Street LIP  School Projects Review Coordination  Site Plan Review Regulations Review  Downtown Signage Review Streamlining  Skateboard Park Siting  Technical Assistance Grants  Van Norden Road LIP  Working Group Sessions</p>
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**Planning-Related Boards, Committees, Commissions and Division Management**

During 2004, CPDC Member Michael Flammia left the five-member Commission and John Sasso was appointed and became Secretary. Along with Mr. Sasso, the CPDC continued to receive experienced, dedicated and valued service from members Richard Howard, Jonathan Barnes, Susan DeMatteo and Neil Sullivan, who assumed the Chair in 2004 after exemplary service from Ms. DeMatteo. The Town Planner continued to serve as staff when needed for ongoing Selectmen, ZBA and MPAC business.

Under supervision from Town Manager Peter Hechenbleikner, Chris Reilly continued service in his second year as Town Planner and Recording Secretary for the CPDC while located in the Community Services Department on the first floor of Town Hall. Among major accomplishments in 2004 designed to streamline services and expand information for Town residents, the Town Planner continued to maintain and improve the Town Planner webpage ([www.ci.reading.ma.us/planning](http://www.ci.reading.ma.us/planning)), which serves as a comprehensive reference for most activities under the purview of Community Services. The Planning Division phone number is (781) 942-9012 and the email is [creilly@ci.reading.ma.us](mailto:creilly@ci.reading.ma.us). Members of the CPDC and the Town Planner attended various workshops and courses during the year to keep apprised on current land-use regulations, established and innovative planning practices and existing and evolving trends and policies.

Respectfully submitted,

Chris Reilly, Town Planner

**VETERANS' SERVICES DIVISION**

Paul Farrell retired as the Veteran's Agent for the Town of Reading after many years. The new Veteran's Agent is Louis Cimaglia. His office hours are Tuesday 1:00–5:00 p.m., Wednesday 1:00–5:00 p.m., Thursday 1:00–3:00 p.m. and Friday 1:00–5:00 p.m. He may be reached at 781-942-9072.

Veterans' Services is governed by Chapter 115 of the General Laws. Veterans and his/her immediate family who are in need and qualify are eligible for benefits. Initial paperwork is processed locally and final approval of benefits come from the Commissioner of Veterans' Services in Boston, Mass.

**DOWNTOWN STEERING COMMITTEE**

The Downtown Steering Committee met one time in Fiscal 2004. The Town of Reading has continued its quest for 75% project approval pertaining to the revitalization of Downtown Reading and awaits financing from the Mass. Highway.

The Committee has delivered all the pertinent information requested by the Town and the architectural firm of Gates Leighton for this project. The Committee's work is completed and has temporarily suspended operations at this time but will resume full time when funding is appropriated. The Committee's annual meeting is in August.

Respectfully submitted,

Peter Simms, Downtown Steering Committee Chairman

### **HISTORICAL COMMISSION**

The Historical Commission continues its mission to identify and protect the historic assets of the community through varied activities during the 2004 calendar year.

The Town archives, maintained at Town Hall, was physically improved with a new work area. Via a grant, our equipment was upgraded greatly benefiting the archive operation that is maintained by Commission member volunteers.

The multi-year project of updating the Town's Historical and Architectural Inventory was completed and two copies were placed in the Library for public use.

A public presentation was held in May. The power-point show featured the remaining 23 of the 56 original houses that appeared on the Town's first map of 1765. This program raised awareness of the Town's extant heritage of its built environment. Other community outreach included mystery photo's published in the local press and responses to questions from the public.

The Commission interacted on numerous matters that impact the Town's character. In housing, an understanding with the Reading Housing Authority should help protect the historic 75 Pleasant Street property during renovations. Meetings with Archstone Smith resulted in the building of smaller scale units along West Street to maintain the residential streetscape. Members did site visits to Camp Curtis Guild to assess impact of new road construction, shadowed a preservation consultant through one of the Town's oldest houses, and photo documented several houses. The Commission supported efforts to write a bylaw for the preservation and reuse of carriage houses-stables-barns. We participated in naming the new elementary school Wood End. And we continue to monitor the probable development of the Pierce Organ factory building and site which is considered a threatened historic property.

Chairman, Clayton Jones spearheaded the West Street Local Historic Study Committee establishing the first local historic district in Reading. In addition, two other Historic Commission members served on the study committee.

The membership of the Commission changed when Chairman Jones decided not to seek reappointment. His expertise will be missed but his years of service are truly appreciated. Associate member Sharlene Reynolds-Santo assumed full membership while another associate, Pat Greichen, concluded her volunteer position.

## Community Services Department

The Commission continues its lengthy tradition of assisting other town boards, committees and commissions with information regarding Reading's heritage, and serves the public as a resource regarding the many aspects of historic preservation.

Respectfully submitted,

Virginia Adams, Historical Commission Chairman

### **LAND BANK COMMITTEE**

During 2004, the Land Bank Committee provided assistance with identifying and documenting Town-owned property. The Committee provided the historical documentation to the Town manager, Board of Selectmen and the Town Planner.

Respectfully submitted,

Benjamin E. Nichols, Chairman  
George B. Perry, Vice Chairman  
Edward G. Smethurst, Secretary

### **METROPOLITAN AREA PLANNING COUNCIL**

The Metropolitan Area Planning Council is the regional planning and economic development district representing 101 cities and towns in Metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance.

The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments.

The Council is governed by 101 Municipal Government representatives, 21 gubernatorial appointees, and ten State and three City of Boston officials. An Executive Committee composed of 25 members oversees agency operations and appoints an Executive Director. The agency employs approximately 30 professional and administrative staff. Funding for Council activities is derived from contracts with government agencies and private entities, foundation grants, and a per-capita assessment charged to municipalities within the district.



In the past year, the Council has focused on initiatives that respond to regional challenges, some of which include:

- ♦ **Municipal Planning:** Working with more than 25 communities under the Executive Order 418 Program. EO 418 provides communities with up to \$30,000 in State funding to undertake overall visioning on local planning issues, including housing, economic development, natural resources and transportation.
- ♦ **Bringing Advanced Technology to Cities and Towns in the Region:** A contract with Pictometry International will provide aerial photographic images that Municipal Departments, including police and fire, can utilize to improve service delivery.
- ♦ **Adoption of Smart Growth Principles:** MAPC developed and adopted principles of good planning practice that will encourage sustainable patterns of growth to benefit people living throughout the Metro Boston Region. MAPC is also a founding member of the Massachusetts Smart Growth Alliance.
- ♦ **Metro Data Center:** The Center is an official U.S. Census affiliate, helping to distribute demo-graphic data throughout the region, including demographic, economic and housing profiles for all 101 communities in Metro Boston.
- ♦ **Transportation Planning:** As Vice Chair of the Boston Metropolitan Planning Organization, MAPC worked to develop the 25-year Regional Transportation Plan as well as the annual Transportation Improvement Program, including transportation spending priorities for the region. We also spearheaded development of transportation spending criteria, taking into account environ-mental, economic and equity considerations.
- ♦ **Metropolitan Highway System Advisory Board:** MAPC staffs this Board, established in 1997 by the Commonwealth to advise the Massachusetts Turnpike Authority on issues relative to land use, air rights, zoning, and environmental impacts associated with development of land owned by the Authority.
- ♦ **Regional Services Consortiums:** The four regional consortiums established by MAPC collectively purchased \$18 million in office supplies and highway maintenance services for its 31 member municipalities. The project also facilitates collegial forums among members' Chief Administrative Officers focused on collaborative problem solving and resource sharing. MAPC recently became the purchasing and administrative agent for the Greater Boston Police Council who assists over 300 units of local government in the purchase of police vehicles and other public safety supplies.
- ♦ **Metro Mayors Coalition:** Working with the Mayors and City Managers of ten municipalities in the urban core on issues such as group purchasing, employee health insurance, security and emergency coordination and municipal relief legislation.



- ◆ **Homeland Security:** Addressing homeland security issues by facilitating cross-municipal partnerships between Police, Fire and Emergency Management Departments to acquire and share equipment, and more generally to plan for emergencies involving multiple municipalities, fiduciary agent for State/Federal grant funding through the Massachusetts Executive Office of Public Safety.
- ◆ **Hazard Mitigation:** Initiating a federally-funded partnership to produce a hazard mitigation plan to protect nine coastal communities in the event of natural disasters including flood, winter storm, wind, fire and geologic hazards.

Please visit our website, [www.mapc.org](http://www.mapc.org), for more details about these and other activities.

### **Metrofuture: Making a Greater Boston Region**

MAPC has launched a new civic process called MetroFuture to create an updated regional vision and growth strategy for Metropolitan Boston. MetroFuture engages City and Town Governments, State agencies, non-profits, business, labor and academic groups in this planning process. The outcome will be a vision and growth strategy that puts the region on a sustainable path in terms of land use, economic, environmental and social issues. MAPC will need the support of a broad range of organizations in the region to help plan, fund and implement this new framework for addressing the challenges facing Metropolitan Boston.

The effort to create this new strategy was launched on October 29, 2003 at a Boston College Citizens Seminar. More than 400 citizens from a wide range of local and regional groups attended the event, and expressed their opinions on the region's resources and challenges as well as their own visions for the future. This input will be critical as we move to the next phase of this exciting multi-year project.

Please visit the project web site, [www.metrofuture.org](http://www.metrofuture.org), for more information.

### **North Suburban Planning Council (Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn)**

In 2004, the North Suburban Planning Council (NSPC) was involved in a wide range of activities from community development planning to transportation issues. MAPC completed Community Development Plans under Executive Order 418 for Burlington, Reading and Woburn.

As a follow-up to Executive Order 418, MAPC presented information on three State initiatives: The Commonwealth Capital Fund, the Priority Development Fund and the 40R Smart Growth Zoning initiative. MAPC also assisted Burlington, Reading, Stoneham, Wakefield, Wilmington, Winchester and Woburn with completing the Commonwealth Capital Fund applications.

## Community Services Department

The subregion was briefed periodically on the MetroFuture project. The results of the survey taken at Burlington Truck Day and the November 19th visioning event were tabulated and presented to the subregion at its January meeting.

The major areas of concern in transportation planning were the annual review of the TIP and the UPWP, and the start of Phase II of the North Suburban Transit Opportunities Study.

The subregion was also kept apprised of the on-going review of the subregions that is taking place in conjunction with the MAPC strategic planning process. MAPC also made presentations to the subregion and to individual communities concerning the opportunity to apply for a Multi-Hazard Mitigation Planning grant.

Respectfully submitted,

Marc D. Draisen, Executive Director  
Metropolitan Area Planning Council.

## **READING HOUSING AUTHORITY**

### **"Equal Housing Authority"**

**22 Frank D. Tanner Drive  
Reading, MA 01867  
(781) 944-6755**

#### **From the Chair:**

It is with great pleasure that I share with you the activities and accomplishments of the Reading Housing Authority over the past year.

The start of the new year has seen a continued growth in our economy and somewhat stabilized but nonetheless high values in real estate. The pressure on the real estate market has continued to create a critical challenge for poor and lower income families to find, keep and maintain their housing. As the real estate values escalated over the past few years, it was certainly felt most dramatically at the low-income levels. Rental units had been at a greater premium in this area; however, only recently, we have begun to see a slight increase in availability. Landlords have been able to ask for and receive high rents which historically prices the poor and lower income families out of the rental market. Again, we are beginning to see a slight change in the rental market area.

The Reading Housing Authority (Authority) strives to assist these families to seek and obtain housing that is decent, safe and sanitary. In an effort to ameliorate this impact, the Authority has attempted to develop and purchase several new units. The Authority continues with its efforts to expand affordable housing by renovating a two family structure and building a four-unit structure on a present site. That process is a slow one. We continue to support private developers and the Town in their efforts to set aside units for low/moderate income families in their proposed developments. We reach out to owners of multi-family units who would like to work with us to serve our clients.

As always, the Authority goes beyond the bricks and mortar and provides assistance to families, elderly and handicapped persons to obtain the services they need. We work closely with Mystic Valley Elder Services and our home care agency to meet the needs of the elderly residents as they strive to remain independent and age in place. With budget cuts affecting all of us, we strive to maintain our programs, work with other supportive agencies and still offer a safe and decent place for our seniors, disabled and families in need. On behalf of the Board, we want to thank Executive Director Lyn Whyte and her staff for their continued dedication, commitment and service to the Reading Housing Authority. We look forward to working with them as we meet the new challenges that lie ahead.

Respectfully submitted,

John Coote, Chair

**Organization:**

Organized in 1963 to address the housing needs of the Town's low and moderate income residents, the Reading Housing Authority (Authority) is "*a public body politic and corporate*" duly organized and authorized by Massachusetts General Laws (MGL), Chapter 121B, s.3. The Authority receives its funds from the State and Federal government to assist our clients with their housing needs. Although the Authority does not receive any local funding, five unpaid Reading residents compose the Board of Commissioners.

Four of these board members are appointed by the Board of Selectmen and one is the Governor's appointee. Each member serves for a five year term. The Board is responsible for the overall operation of the Authority. The day to day responsibility is delegated to the Executive Director.

The Board meets regularly and has scheduled their monthly meetings for the first Monday of each month. The Annual Meeting of the Board is currently scheduled for the month after the Selectmen make their annual appointment of a Board member. Currently, the Board members and their term of office are as follows:

**John A. Coote**  
332 Summer Avenue

**Chair and Tenant Representative**  
Term expires 6/30/2008

**Karen L. Flammia**  
19 Vista Avenue

**Vice-Chair**  
Term expires 6/30/2005

**Diane Cohen**  
51 Redgate Lane

**Treasurer and State Appointment**  
Term expires 5/03/2006

**Timothy J. Kelley**  
84 Woburn Street

**Assistant Treasurer**  
Term expires 6/30/2009

**Mary Connors**  
52 Sanborn Street

**Member**  
Term expires 6/30/2007

**Lyn E. Whyte**  
41 Shore Road  
Saugus, MA

**Secretary and Executive Director**



**Administrative Staff:**

The Board contracts an Executive Director who manages the day-to-day operations of the Authority. Within State and Federal guidelines and other budgetary limits, the Executive Director hires the supporting staff necessary to achieve the goals and responsibilities of the Authority's programs. The Executive Director Lyn Whyte is at the end of a three-year contract that expires August 29, 2005.

**Administration:**

Lyn E. Whyte  
Catherine Sutherland  
Kathleen Rolli

Secretary and Executive Director  
Office Manager  
Federal Program Coordinator and Assistant  
Executive Director  
State Program Coordinator  
Family Resource Coordinator for Section 8 FSS  
Resident Service Coordinator for State Nursing  
Programs

**Maintenance:**

Thomas Stapleton  
Frank Veglia  
Robert Howe

Maintenance Supervisor  
Maintenance Staff  
Maintenance Staff

**Supportive Services Affiliations:**

**Home Care:**

Jacqueline Carson  
Sandra Trainor  
Daniel J. O'Leary  
Pamela Brown

Sanborn Home Care Director  
Community Parish Nursing  
Director, Mystic Valley Elder Services  
Town of Reading, Elder Services Administrator

**Financial Institutions:**

Bank of America  
Reading Cooperative Bank  
Massbank  
BankNorth  
Mass. Municipal Deposit and Trust – State Street Bank

**Affiliations:**

National Association of Housing and Redevelopment Officials (NAHRO)  
Massachusetts Chapter of National Association of Housing and Redevelopment Officials  
(MassNAHRO)  
New England Regional Council of National Association of Housing and Redevelopment  
Officials (NERC/NAHRO)  
Section 8 Administrators Association  
North Shore Housing Executive Directors' Association (NSHEDA)  
Adult Literacy Committee of Reading/Wakefield YMCA

**Consultants:**

Accountants: Fenton, Ewald & Associates

Legal: John L. Greco, Esq. and DHCD Legal Counsel Lori McBride

**Contractors:**

Hiltz Waste Disposal

Wilwerth Plumbing

Viking Oil Company

Roberto Bros. Landscaping

Automatic Laundry

Woodbury Electrical

John's Sewer & Pipe Cleaning

Powers Plowing Service

Atlas Alarm

Home Depot

**Maintenance:**

We do it all – from the beautiful paint job to the new appointments before you move into your new apartment. The maintenance staff meets the challenges on every occasion and has done an excellent job.

With the four seasons here in New England, maintenance has to be ready to take it all in stride. They do the Spring clean-up and plantings, the Summer mowing, watering, weeding and trimming, the Fall leaf pick-up, and Winter's snow and ice removal. The maintenance staff works tirelessly to keep our developments looking beautiful. We have been lucky enough to have the assistance of the Work Release Program from the Middlesex Sheriff's Department. They have been exceptional in the work that they have done with our landscaping and painting projects. These programs are cost effective and have become a critical component to maintaining our properties. During the course of this past year, this program enabled us to paint exterior porches on an RHA owned property, a project which had not been done in approximately nine years. Additional plans are already scheduled for Spring 2005 for exterior painting of family units in Town.

The Authority is responsible for 108 individual units located on 10 different sites. It is no easy task to keep each one looking in its top form. The maintenance staff is also responsible for the daily work orders and any emergency work that has to be done. The Authority has an extensive preventative maintenance program for all major components, and has a cyclical paint schedule for all units.

**2004 Grants Received:**

Each year, the Authority applies for several grants to improve our properties and better serve our residents and the community. Included in this year's awards were:

**Modernization of State Housing**

No funding available.

Entering final phase of Energy Conservation Program at all State owned units (\$17,996). That contract is due to expire 07/04.

**Supportive Services Grant – HUD**

Funding of Family Self-Sufficiency Program Coordinator (\$30,0340.00). This amount was a 7.25% increase over last year's award, and will unfortunately expire on March 31, 2005 with no additional funding presently available.

**Supportive Services Grant – State**

Funding of Resident Service Coordinator to address elderly/non-elderly needs at Frank D. Tanner Drive Complex.

**Audits:**

The Authority has a Single Audit of all programs by an independent auditor each year. The Commonwealth of Massachusetts, Office of the State Auditor was engaged to perform the latest review of the Authority's programs for fiscal year end June 2004. The audit is in its final stages and final submissions are expected to be completed by the end of February 2005.

At this time, the Authority has no indication of any known findings or additional recommendations as a result of this latest audit. The Authority's financial position is adequate to meet the needs of the operation and development of the programs, and we are fortunate to maintain a retained revenue agency status.

**Management Review:**

The Authority has had a current Management Review done of all State programs. The Asset Managers from the State's Department of Housing and Community Development reviewed all the operations of the State programs to insure compliance in the daily operation of the Authority's budget, occupancy, administration, maintenance, services and tenant participation. The Authority received an excellent review with minor comments.

In regard to our federal program, the Authority submitted its annual Section 8 Management Assessment Program (SEMAP) reports for fiscal year end June 2003 to HUD for review and subsequent scoring. The purpose of SEMAP is to measure public housing authority performance in key areas of the Section 8 Housing Choice Voucher Program management. It is a tool used by HUD to effectively monitor and assist PHA's.

It is our pleasure to report that the Reading Housing Authority received an overall score of 100 percent for the fiscal year ending June 30, 2003. As a result of this score, the Authority is designated by HUD as a "high performer" with credit going to Section 8 Program Coordinator Kathy Rolli for her continued efforts in administering an ever-changing federal program. We will not submit additional SEMAP reports until fiscal year June 2005. These assessments are now performed every two years for an agency of our size per latest HUD changes.

**State Programs:**

The Authority currently manages the three programs under the State's Department of Housing and Community Development: 667 Housing (elderly/handicapped housing); 705 Housing (Family housing); 689 Housing (Special Needs Housing).

**We encourage applicants to apply for our elderly/handicapped (667) housing.**

**Housing for Elderly/Handicapped Persons (667)**

80 units	Frank D. Tanner Drive Complex
Eligibility:	60 years of age or disabled
Income:	1 person - \$46,300
	2 persons - \$52,950

**Housing for Families (705)**

6 units	Waverly and Oakland Road (six 3BR units)
4 units	Pleasant and Parker Street
	(two 2BR units, one 3BR unit, one 4BR unit)
Eligibility:	Family of two or more depending on bedroom size
Income:	2 persons - \$52,950
	3 persons - \$59,550
	4 persons - \$66,150
	5 persons - \$71,450
	6 persons - \$76,750
	7 persons - \$82,050
	8 persons - \$87,350

**Federal Programs:**

The Authority manages 125 subsidies for persons of very low income under the Federal Section 8 Program. Currently, our list is closed. The income limits are:

**Section 8 Rental Assistance**

Income limits:	1 person -- \$28,950	2 persons - \$33,100
	3 persons - \$37,200	4 persons - \$41,350
	5 persons - \$44,650	6 persons - \$47,950
	7 persons - \$51,250	8 persons - \$54,600

**RHA-Owned Properties:**

The Authority presently owns and manages 18 family units located in various locations throughout the Town of Reading. We continue to pursue opportunities to expand low income housing units within the Town whenever possible. Plans are in design stages to add four three-bedroom units to our present housing stock.



**Applications:**

**Elderly/Handicapped Housing (667)**

The Authority manages 80 one-bedroom units of housing for elderly/handicapped persons at our Frank D. Tanner Drive complex in Reading. To qualify for this housing, a single person or couple must meet the eligibility guidelines and be 60 years of age or older or handicapped. The Authority sets aside 13.5% of these units for non-elderly handicapped persons.

**The wait list is currently open for all seniors 60 years of age and older.** We encourage Reading residents to apply and are making special outreach efforts to elderly of minority representation. The 13.5% non-elderly handicapped requirement has been fulfilled but applications are still being accepted for our wait list. Non-elderly applicants will be served after the Authority has placed all qualified applicants if the 13.5% requirement has been met. **You may obtain an application at the office of the Authority, 22 Frank D. Tanner Drive, Reading, MA 01867.**

**Family Housing – State (705)**

The Authority operates the State's Family Housing Program with two different developments. The first family housing development that was built by the Authority is located at Oakland and Waverly Roads and is called *Waverly Oaks*. There are six three-bedroom units. This wait list is currently closed. If we do reopen the wait list, this opening would be advertised in the local paper, and we would notify area churches, human service agencies and any local veterans' agencies.

**Section 8 Federal Housing Assistance Program**

Currently, the wait list for our Section 8 Program is open. We now participate in the centralized wait list program initiated in December 2002 and administered by Mass NAHRO. Applications are available at our administrative office or online at [www.mnahro.org](http://www.mnahro.org). An application can be downloaded from that site and submitted to *any* agency participating in the centralized wait list program. There are currently about 55 member agencies.

The State maintains a wait list for its programs through the Metropolitan Boston Housing Program (MBHP). Anyone seeking an emergency application should contact MBHP at (800) 272-0990 to obtain an application. The local area service agency for emergency applicants is Community Service Network. You may contact them at (781) 438-1977.

**Summit Village First Time Homebuyers Program:**

The Authority continues to oversee the maintenance of the wait list for qualified and eligible applicants for the affordable units at Summit Village through the First Time Homebuyers Program. We presently have nine potential buyers on our wait list, two of which were added in October and November of 2003. During the past year, one affordable unit was made available and subsequently sold at an affordable price to a family on our wait list. The "affordable" owners must have a fair market appraisal done, the Authority reviews the appraisal and if

accepted, provides the owner with the maximum resale price for the affordable unit. If the owner has a friend who would be eligible and income-qualified, then the Authority reviews their qualifications and provides them with an “Eligible Purchaser Certificate.” If the owner wishes to select an applicant from the wait list, the Authority would send the next available and eligible buyer’s name to the owner to negotiate the sale.

Interested applicants may pick up applications packets at the Town Clerk’s Office in Town Hall, at the Reference Desk at the Reading Public Library, or at the office of the Reading Housing Authority, 22 Frank D. Tanner Drive. When making an application, a \$10.00 fee made payable to the “Reading Housing Authority” must be included along with all pertinent documentation.

If the family applying for the affordable unit is headed by two-persons, both parties must execute the application as applicant and co-applicant. Income from all family members age 18+ is included in family income for eligibility. However, if the income of one of these persons is from a dependent (not spouse) who is a full-time student, then a deduction for out of pocket expenses for books, tuition, fees and/or travel is allowed. Documentation from the school must be provided and verification for employment and expenses must be provided with the application. All persons must sign a “Release of Information” to have their documentation verified by the Authority. Highlights of the program are:

**First Time Homebuyer**

Cannot have owned a home within the last three years; divorced persons cannot currently own home but three year restriction is excused.

**Maximum Family Income**

Currently, the maximum family income is \$82,600 (effective 1/28/04) for all persons in the family from all sources (wages, interest, dividends, etc.)

**Family Housing**

The two bedroom units must have a minimum family size of two persons. The maximum number of persons that can qualify for a two bedroom unit would be four persons.

The three bedroom units must have a minimum of three persons with two being minor children living in the household. The maximum number of persons that would qualify for a three bedroom unit would be six persons.

**Affordable Price**

The affordable price is based on a 20% discount from the current fair market appraisal of the unit, which must be verified by the Authority.

**Deed Restriction**

Anyone wishing to purchase an “affordable” unit should be aware that a permanent deed restriction would be recorded with their deed. This restriction states that the unit must be sold to a qualified and eligible purchaser at a 20% discount from the fair market value as approved by the Reading Housing Authority.

**Single Persons**

Applications are accepted from single family households but persons on the single person wait list will be chosen only after all the eligible family applicants have been served.

**Local Preference**

Applicants from the Town of Reading are given preference over other applicants if their application is made on the same day. This local preference is given if a person is employed in the Town of Reading, has a business or enterprise in Reading which has been established for one or more years, if they are parents of a school child in Reading, persons who were residents of Reading for five or more years.

**Conclusion:**

The Reading Housing Authority is proud to provide this information to you. Anyone interested in obtaining an application for elderly/handicapped housing should contact the authority at 22 Frank D. Tanner Drive or by calling the office at (781) 944-6755.

Please look in the local papers for the opening of our family wait list for the State 705 Program and the Federal Section 8 Rental Assistance Program.

## COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on February 12, 2004 notified and warned the inhabitants of the Town of Reading, qualified to vote in elections and Town affairs, to meet at the place and at the time specified by posting attested copies of this Presidential Primary Warrant in the following public places within the Town of Reading:

- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Registry of Motor Vehicles, 275 Salem Street
- Precinct 3 Reading Police Station, 15 Union Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Town Hall, 16 Lowell Street
- Precinct 6 Alice M. Barrows School, 16 Edgemont Avenue
- Precinct 7 Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 8 Charles Mobil on the Run, 1330 Main Street

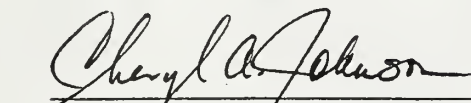
The date of posting being not less than seven (7) days prior to March 2, 2004, the date set for the Presidential Primary in this Warrant.

I also caused an attested copy of this Warrant to be published in the Reading Chronicle in the issue of February 16, 2004.



Thomas H. Freeman, Constable

A true copy. Attest:

  
Cheryl A. Johnson, Town Clerk



# COMMONWEALTH OF MASSACHUSETTS

William Francis Galvin, Secretary of the Commonwealth

Middlesex ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in primaries to vote at

**Precincts 1, 2, 3, 4, 5, 6, 7 and 8**  
**Hawkes Field House, 62 Oakland Road**

**TUESDAY, THE SECOND DAY OF MARCH, A.D., 2004**  
from 7:00 a.m. to 8:00 p.m. for the following purpose:

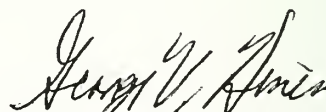
To cast their votes to the Primary Officers for the election of candidates of political parties for the following offices:

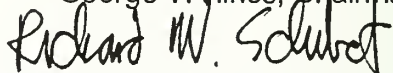
PRESIDENTIAL PREFERENCE  
DISTRICT MEMBERS OF STATE COMMITTEE (one man and one woman)  
for each Political Party for the Third Middlesex Senatorial District  
Members of the Democratic Town Committee  
Members of the Republican Town Committee  
Members of the Libertarian Town Committee

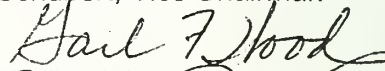
and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than seven (7) days prior to March 2, 2004, the date set for the Presidential Primary, and to publish this Warrant in a newspaper published in the Town at least seven (7) days prior to the time of holding said election.

Hereof fail not to make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said election.

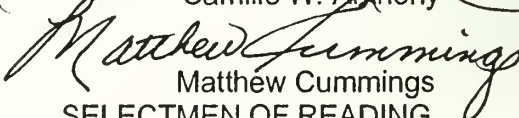
Given under our hands this 27th day of January, 2004.


  
George V. Hines, Chairman

  
Richard W. Schubert, Vice Chairman

  
Gail F. Wood, Secretary

  
Camille W. Anthony

  
Matthew Cummings  
SELECTMEN OF READING

  
Thomas H. Freeman, Constable

## PRESIDENTIAL PRIMARY

March 2, 2004

Pursuant to the Warrant and the Constables Return thereon, a Presidential Primary Election was held for all eight precincts at the Hawkes Field House. The Warrant was partially read by the Town Clerk, Cheryl A. Johnson, when on motion of Frederick Van Magness, Precinct 1, it was voted to dispense with the further reading of the Warrant, except the Constable's Return, which was then read by the Town Clerk. The ballot boxes were examined by the respective Wardens and each found to be empty and registered at 000.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

4098 voted Democratic Ballots  
1144 voted Republican Ballots  
7 voted Libertarian Ballots  
3 voted Green-Rainbow Ballots

5,252 ballots (33%) of registered voters cast as follows:

### BALLOT OF THE DEMOCRATIC PARTY

PRESIDENTIAL PREFERENCE - Vote for One									
Candidate	1	2	3	4	5	6	7	8	Total
Richard Gephardt	2	3	1	1	0	2	0	1	10
Joseph Lieberman	8	6	9	7	5	4	4	7	50
Wesley K. Clark	3	7	7	4	3	4	4	2	34
Howard Dean	5	8	6	15	11	10	8	8	71
Carol Moseley Braun	0	0	1	0	0	1	3	0	5
John Edwards	104	94	93	123	94	112	97	111	828
Dennis J. Kucinich	17	5	5	9	14	14	14	5	83
John F. Kerry	371	304	287	379	334	389	403	360	2827
Lyndon H. LaRouche, Jr.	2	3	1	3	0	0	1	1	11
Al Sharpton	4	6	4	5	8	7	5	5	44
No Preference	6	4	3	2	5	5	5	2	32
Others	0	4	0	0	1	1	0	0	6
Blanks	19	13	15	15	5	12	7	11	97
Total	541	457	432	563	480	561	551	513	4098

STATE COMMITTEE MAN - Vote for One									
Candidate	1	1	3	4	5	6	7	4	Total
Joseph F. Lawless, III	312	278	275	308	278	313	302	297	2363
Others	2	2	1	0	0	3	1	0	9
Blanks	227	177	156	255	202	245	248	216	1726
Total	541	457	432	563	480	561	551	513	4098

# STATE COMMITTEE WOMAN - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Christine DiPietro	313	280	282	320	287	324	310	307	2423
Others	1	2	1	1	0	3	0	0	8
Blanks	227	175	149	242	193	234	241	206	1667
Total	541	457	432	563	480	561	551	513	4098

# DEMOCRATIC TOWN COMMITTEE (Vote for not more than thirty-five)

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
William Kennedy	9	6	0	10	5	3	7	8	48
Donna Corbett	9	7	0	9	5	3	7	8	48
David Rall	9	7	0	9	5	3	7	8	48
Drucilla Wood-Beckwith	9	7	0	9	5	2	7	8	47
Sarah H. List	9	7	0	10	5	1	7	8	47
Andrew Herlihy	10	7	0	9	6	2	7	8	49
Gina Herlihy	10	7	0	9	6	1	7	8	48
Matt Nestor	10	7	0	9	5	1	7	8	47
Kevin Flanagan	9	7	0	9	5	1	7	8	46
Steve McLaughlin	9	7	0	9	5	1	7	8	46
Rosemarie DeBenedetto	9	7	0	9	5	1	7	8	46
Donald Green	9	7	0	11	5	1	7	8	48
Harry Simmons	9	7	1	9	5	3	7	8	49
Margaret Soli	10	7	0	10	5	5	9	8	54
John Sweeney	9	7	0	10	5	1	7	8	47
Arthur Berg	9	7	0	9	5	3	8	8	49
Karen Berg	9	7	0	9	5	3	7	8	48
Mike McSweeney	9	7	0	9	5	1	7	8	46
Raymond Cabot	9	7	0	9	5	2	7	8	47
Michael Flammia	9	7	0	9	5	1	7	8	46
Harold Hulse	9	7	0	9	5	3	7	8	48
Dennis Newman	9	7	0	9	7	3	7	9	51
Kristen Newman	9	7	0	9	6	2	7	9	49
John Silvaggi	9	7	0	9	6	1	7	8	47
Maria Silvaggi	9	7	0	9	5	1	7	8	46
Ellen Kearns	9	7	0	9	5	2	7	8	47
Elizabeth T. Ferraro	9	7	0	9	5	2	7	8	47
Patricia Fitzgerald	9	7	0	9	5	1	7	9	47
Nancy Meehan	9	7	0	9	6	2	7	8	48
Anne Doyle	9	7	0	9	5	1	7	8	46
John Lippitt	9	7	0	9	5	4	7	8	49
Mary Steuart	9	7	0	9	5	3	7	8	48
Steve Sullivan	9	7	0	9	5	2	7	8	47
Carolyn Whiting	9	7	0	9	5	5	7	8	50
George V. Hines	9	6	1	10	5	3	7	8	49
Others	4	13	8	18	7	7	10	5	72
Blanks	18612	15739	15110	19365	16611	19554	19027	17667	141685
Total	18935	15995	15120	19705	16800	19635	19285	17955	143430



# BALLOT OF THE REPUBLICAN PARTY

## PRESIDENTIAL PREFERENCE - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
George W. Bush	150	88	76	148	94	129	116	152	953
No Preference	10	6	8	18	22	13	21	10	108
Others	0	1	0	0	0	2	0	2	5
Blanks	9	4	12	10	16	9	6	12	78
Total	169	99	96	176	132	153	143	176	1144

## STATE COMMITTEE MAN - Vote for One

<i>Candidate</i>	1	2	3	6	5	6	7	6	Total
John H. Souther, Jr.	113	72	59	123	79	104	86	96	732
Others	0	0	0	0	0	0	1	0	1
Blanks	58	27	37	53	53	49	56	86	411
Total	169	99	96	176	132	153	143	176	1144

## STATE COMMITTEE WOMAN - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Monica C. Medeiros	111	71	58	124	79	103	90	97	733
Others	0	0	0	0	0	0	1	0	1
Blanks	58	28	38	52	53	50	52	79	410
Total	169	99	96	176	132	153	143	176	1144



REPUBLICAN TOWN COMMITTEE - Vote for not more than thirty-five									
<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Group	91	63	42	85	50	71	63	67	532
Curt E. Nitzsche	111	70	48	106	65	87	76	81	644
Krissandra Holmes	98	67	48	101	61	80	72	75	602
Richard H. Coco	105	67	49	99	58	83	72	76	609
Louise M. Callahan	98	69	51	110	65	77	71	73	614
Nancy C. Leavitt	97	66	47	97	64	85	73	73	602
Brook W. Chipman	96	66	45	100	60	81	74	77	599
Eleanor K. Higgott	98	65	51	99	63	77	68	73	594
Henry A. Higgott	98	67	48	98	64	78	69	74	596
Diana M.Kaine	101	69	53	97	63	86	70	75	614
Willard J. Burditt	99	65	46	102	60	77	73	84	606
Kenneth A. Holt	100	68	51	93	64	84	72	78	610
Edwin J. Kaine	95	66	49	93	60	82	67	72	584
Ronald T. Okeefe, Jr.	101	67	46	94	58	79	70	73	588
Judith Alice Webb	99	68	49	94	63	81	69	71	594
Richard H. Curtis	97	67	48	104	65	85	69	78	613
Sally C. Nitzsche	110	69	47	102	65	86	72	78	629
Elaine M. Little	97	68	49	102	64	84	67	73	604
Raymond R. Couture	99	70	48	100	65	92	71	82	627
Helen N. H. Brady	97	67	49	96	60	84	67	71	591
Margaret V. Pratt	98	70	47	93	58	77	70	73	586
Robert P. Cusolito	100	65	45	94	59	78	73	76	590
Mary T. Carbone	98	67	49	97	61	80	69	70	591
Bruce R. Hitchcock	99	68	45	93	64	77	66	69	581
L. Nancy Forsberg	99	68	49	96	61	86	70	74	603
Others	4	1	0	2	0	2	3	1	13
Blanks	3521	1782	2203	3798	3130	3387	3249	4360	25430
Total	5915	3465	3360	6160	4620	5355	5005	6160	40040

### BALLOT OF THE LIBERTARIAN PARTY

PRESIDENTIAL PREFERENCE - Vote for One									
<i>Candidate</i>	2	2	3	4	5	6	7	8	Total
Jeffrey Diket			1	1					2
Ruben Perez									
Aaron Russo									
Michael Badnarik									
Gary Nolan			2				1		3
No Preference							1		1
Others									
Blanks						1			1
Total	0	0	3	1	0	1	2		7

### STATE COMMITTEE MAN - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Others									
Blanks			3	1		1	2		7
Total	0	0	3	1	0	1	2		7

### STATE COMMITTEE WOMAN - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Others									
Blanks			3	1		1	2		7
Total	0	0	3	1	0	1	2		7

### LIBERTARIAN TOWN COMMITTEE - Vote for Three

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
John B. Latham (L)				1					1
John Visocchi (U)				1					1
Others									
Blanks			9	1		3	6		19
Total	0	0	9	3	0	3	6		21

### BALLOT OF THE GREEN-RAINBOW PARTY

#### PRESIDENTIAL PREFERENCE - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Kent Mesplay									
Lorna Salzman									
Paul Glover									
David Cobb				1	1				2
No Preference									
Others									
Blanks			1						1
Total	0	0	1	1	1	0	0		3

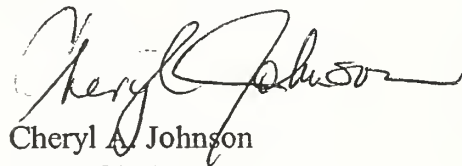
#### STATE COMMITTEE MAN - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Others									
Blanks			1	1	1				3
Total	0	0	1	1	1	0	0		3

STATE COMMITTEE WOMAN - Vote for One									
Candidate	1	2	3	4	5	6	7	8	Total
Others									
Blanks			1	1	1				
Total	0	0	1	1	1	0	0		

GREEN-RAINBOW TOWN COMMITTEE - Vote for Three									
Candidate	1	2	3	4	5	6	7	8	Total
Others									
Blanks			10	10	10				30
Total	0	0	10	0	10	0	0		20

a true copy. Attest:



Cheryl A. Johnson  
Town Clerk



# COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on February 12, 2004 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

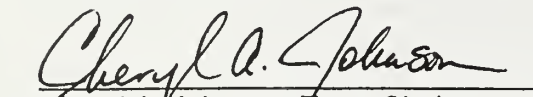
- Precinct 1 J. Warren Killam School, 333 Charles Street
- Precinct 2 Registry of Motor Vehicles, 275 Salem Street
- Precinct 3 Reading Police Station, 15 Union Street
- Precinct 4 Joshua Eaton School, 365 Summer Avenue
- Precinct 5 Town Hall, 16 Lowell Street
- Precinct 6 Alice M. Barrows School, 16 Edgemont Avenue
- Precinct 7 Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 8 Charles Mobil on the Run, 1330 Main Street

The date of posting being not less than fourteen (14) days prior to March 2, 2004, the date set for the Local Election in this Warrant.

I also caused an attested copy of this Warrant to be published in the Reading Chronicle in the issue of February 16, 2004.

  
Thomas H. Freeman, Constable

A true copy. Attest:

  
Cheryl A. Johnson, Town Clerk



**TOWN WARRANT**  
**(Seal)**  
**COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in elections and Town affairs, to meet in the following place designated for the eight precincts in said Town, namely:

**Precincts 1, 2, 3, 4, 5, 6, 7 and 8**  
**Hawkes Field House, 62 Oakland Road**

TUESDAY, the SECOND DAY OF MARCH, A.D., 2004  
from 7:00 a.m. to 8:00 p.m. to act on the following Articles, viz:

**ARTICLE 1** To elect by ballot the following Town Officers:

A Moderator for one year;  
Two members of the Board of Selectmen for three years;  
One member of the Board of Assessors for three years;  
Two members of the Board of Library Trustees for three years;  
Two members of the Municipal Light Board for three years;  
Two members of the School Committee for three years;  
One member of the School Committee for one year;  
and sixty nine Town Meeting Members shall be elected  
to represent each of the following precincts:

Precinct 1	Eight members for three years; One member for one year;
Precinct 2	Eight members for three years; One member for two years; One member for one year;
Precinct 3	Eight members for three years; One member for two years; One member for one year;
Precinct 4	Eight members for three years;
Precinct 5	Eight members for three years;
Precinct 6	Eight members for three years;
Precinct 7	Eight members for three years;
Precinct 8	Eight members for three years;

**Question 1 – Charter Amendment**

Shall the Town approve an amendment to the Reading Home Rule Charter by adding the following language to Section 3-5:

"The Municipal Light Board shall hire the General Manager of the Reading Municipal Light Department and set his compensation; the General Manager shall serve at the pleasure of the Board and may be removed by vote of a majority of the entire Board after notice and hearing.

The Municipal Light Board shall appoint the Accounting Manager or Chief Accountant of the Reading Municipal Light Department; and shall appoint counsel to the Reading Municipal Light Department.

The Accounting Manager or Chief Accountant as the case may be, and Counsel shall be subject to the supervision of the General Manager.

The Municipal Light Board shall approve warrants for payments of all bills and payroll of the Municipal Light Department; and shall approve all contracts and, further, all contracts shall be made in accordance with M.G.L. c.30B. Contracts for purchasing of power shall not be subject to M.G.L. c.30B but shall be approved by the Municipal Light Board.

The Municipal Light Board shall employ the Auditor appointed by the Town of Reading Audit Committee.

The Municipal Light Board shall annually set electric rates and approve an annual operating budget and Capital Improvements Program each fiscal year. Such approval will be done by a majority vote of the Municipal Light Board. After the Municipal Light Board has approved an annual operating budget and Capital Improvements Program, it will present them to the Reading Finance Committee and Reading Town Meeting. Upon request of any of the other towns served by the Reading Municipal Light Department, the Municipal Light Board shall make a presentation to the Finance Committee and/or Town Meeting of any such town (s)."

Yes  
No

## **Question 2 – Capital Exclusion – Franklin Street Sidewalks**

Shall the Town of Reading be allowed to assess an additional \$483,000 in real estate and personal property taxes, pursuant to G.L. c.59, §21C(i½), for the purpose of designing and constructing sidewalks, curbing and related improvements on Franklin Street west of Main Street and on abutting streets as necessary for the purpose of providing pedestrian access to the new elementary school being constructed at the end of Sunset Rock Lane, including the costs of engineering fees, plans, documents, cost estimates, and related expenses incidental thereto and necessary in connection therewith, for the fiscal year beginning July 1, 2004?

Yes  
No

and to meet at the Reading Memorial High School, 62 Oakland Road, in said Reading on

MONDAY, the TWENTY-SIXTH DAY OF APRIL A.D., 2004

at seven-thirty o'clock in the evening, at which time and place the following Articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter.

**ARTICLE 2** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Town Manager and any other Board or Special Committee.

Board of Selectmen

**ARTICLE 3** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 4** To see if the Town will vote to amend the FY 2004 - FY 2013 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter and as previously amended, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 5** To see if the Town will vote to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, various items of Town tangible property, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 6** To see if the Town will vote to authorize the payment during Fiscal Year 2003 of bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 7** To see if the Town will vote to amend one or more of the votes taken under Article 13 of the Warrant of the Annual Town Meeting of April 28, 2003, as amended by Article 5 of the Subsequent Town Meeting of November 10, 2003, relating to the Fiscal Year 2004 municipal budget, and to see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee



**ARTICLE 8** To see if the Town will vote to approve the FY 2005 – FY 2014 Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 9** To see what sum the Town will vote to establish revolving funds under Chapter 44, Section 53E½ for any or all of the following purposes:

- ◆ Using the receipts generated through the sale of compost and recycling bins to purchase additional compost and/or recycling bins;
- ◆ Administering the consultant fee provision of Reading General Bylaws Section 5.7, Wetland Protection;
- ◆ Using all or part of the receipts generated from the issuance of Building, Plumbing or Gas and Wiring permits for the Walkers Brook Crossing Development to pay the costs of oversight and inspection of the development on that site;

and to pay for related expenditures, and to determine the total amount of expenditures during Fiscal Year 2004 which may be made from each such fund, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 10** To see what sum the Town will raise by borrowing or transfer from available funds or otherwise and appropriate for the purpose of designing and constructing sidewalks, curbing and related improvements on Franklin Street west of Main Street and on abutting streets as necessary for the purpose of providing pedestrian access to the new elementary school being constructed at the end of Sunset Rock Lane, as approved by the passage of a capital exclusion referendum question under General Laws, Chapter 59, Section 21C on March 2, 2004, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 11** To see if the Town will amend the General Bylaws of the Town of Reading by approving the regulation of the keeping, storing, using, manufacturing, selling, handling, and disposing of crude petroleum or any crude petroleum products within the Town of Reading; or take any action relative thereto.

**5.17 Storing and Handling of Crude Petroleum or Any Crude Petroleum Products**

**5.17.1 Authority**

The Town of Reading adopts this Bylaw under its home rule powers; its constitutional police powers to protect the public health, safety, and welfare; and under Section 21 of Chapter 40 of the General Laws, which provides that a town may make bylaws that are conducive to its welfare. In addition, Section 9 of Chapter 148 of the General Laws authorizes the Town to adopt and enforce a bylaw for the keeping, storing, using, manufacturing, selling, handling, or disposing of crude petroleum or any of its products, not inconsistent with the rules of the Massachusetts Board of Fire Prevention published at 527 Code Mass. Regulations.



### **5.17.2 Findings and Purpose**

Environmental contamination can bankrupt site owners, lower or destroy land values, drive out residents and industry, depress the local economy, and endanger public health.

Most petroleum products do not readily decompose into harmless components but remain in dangerous forms and penetrate into and throughout the environment by moving through water, soil, and fissures in the bedrock.

The groundwater of the Town is the sole source of its existing drinking water supply. The Town obtains its public water supply from nine wells located in a sand/gravel aquifer within the Ipswich River Basin. These Town wells are shallow, ranging from 30 to 70 feet in depth. Eight of the wells are located in the One Hundred-Acre Meadow.

Releases of crude petroleum or any of its products onto the ground and surface waters have adversely affected and repeatedly threaten the quality of the groundwater supplies and related surface water resources, posing substantial public health and safety hazards.

Unless stricter preventive measures are adopted to manage the storage, use, and generation of crude petroleum and its products and prohibit the release of these substances within the Town, further releases of such materials will predictably occur, and with greater frequency and degree of hazard by reason of increasing construction, commercial and industrial development, population, and vehicular traffic in the Town and surrounding areas. In addition, the cleanup of releases requires expeditious measures to avoid widespread environmental damage to the resources of the Town of Reading.

### **5.17.3 Definitions**

For the purposes of this Bylaw, the following words and phrases shall have the meanings given.

**5.17.3.1 Crude petroleum or any of its products:** This term shall mean one or more of the following:

- a. Crude oil or any fraction thereof, which is liquid at standard conditions of temperature and pressure (60°F and 14.7 lbs. per square inch absolute); and
- b. All liquid hydrocarbon products including, but not limited to, gasoline of any grade, motor fuels, kerosene, home heating oils, diesel fuels.

**5.17.3.2 Handle:** To use, to deal with, to act on, to sell, to manufacture, or to dispose of something.

**5.17.3.3 Operator:** The individual who has effective control of a business operation, an organization (for profit or non-profit), or local office of a governmental agency.

**5.17.3.4 Owner:** The individual who has legal ownership of a site. For the purpose of this Bylaw, the Board of Selectmen shall be entitled to rely on the most current list of owners in the records of the Reading Board of Assessors as providing sufficient evidence of ownership.

**5.17.3.5 Release:** The accidental or intentional spilling, leaking, pumping, discharging, pouring, emitting, emptying, or dumping of crude petroleum or any of its products upon or into any land, air, or waters of the Town of Reading. Release includes, without limitation, leakage of crude petroleum or any of its products from failed or discarded containers or storage systems; disposal of crude petroleum or any of its products into any sewage disposal system, dry well, catch basin, unapproved waste landfill; and any other discharge of crude petroleum or any of its products into the environment.

**5.17.3.6 Site:** Any real estate, personal property, facility, building, structure, installation, equipment, pipe, or pipeline including any pipe into a storm drain, sewer, or treatment works, well, pit, pond, lagoon, impoundment, ditch, tank, landfill, storage container, or any other place or area to, from, or at which crude petroleum or any of its products have been stored, used, manufactured, sold, handled, disposed, or discharged.

**5.17.3.7 Store:** To keep or contain crude petroleum or any of its products in such a manner as not to constitute handling or otherwise use or disposal of such substances or materials. Notwithstanding the aforesaid, the term "store" shall not include the maintaining of crude petroleum or any of its products that are in transit.

**5.17.3.8 Threat of release:** A substantial likelihood of a release that requires action to prevent or mitigate an imminent threat to the life, health, or safety of the public that may result from such release.

#### **5.17.4 Fire Department Permits under 527 Code Mass. Regulations**

The Reading Fire Department shall promulgate regulations for the issuance and renewal of permits authorized by Title 527 Code of Mass. Regulations, Section 9. Said regulations shall include, but not be limited to, a yearly issuance date for said permits and a reasonable fee therefore as provided under Section 10A of Chapter 148 of the General Laws. If any provision of said regulations conflict with State law, the State law shall control.

The Reading Fire Department may condition any permit and, according to law, may enter upon any site at any reasonable time to inspect for compliance of the permit conditions. Upon request of the Fire Department, the owner, an individual identified on a permit, or operator of any site shall furnish all information required to monitor compliance with the conditions of said permit and the regulations promulgated under this Bylaw.

#### **5.17.5 Local Permit: Administering Body, Promulgation of Regulations**

**5.17.5.1 Administration:** The Board of Selectmen of the Town of Reading shall administer this Bylaw and the regulations promulgated under this Bylaw for said local permits.

#### **5.17.5.2      Regulation Promulgation:**

The Board of Selectmen shall promulgate regulations to effect the purposes of this Bylaw in accordance with Section 4.11 of the Bylaws of the Town of Reading. Failure by the Board of Selectmen to promulgate such regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this Bylaw.

The regulations so adopted are intended to be in addition to and more restrictive than the provisions of 527 Code of Mass. Regs., and consistent with the provisions of relevant Federal and state law that concern the handling and storage of hazardous materials and the protection of public water supplies. If any provision of said regulations conflict with State law, the State law shall control.

The regulations shall specify the petroleum products and quantities thereof that shall be regulated by a local permit authorized under this Bylaw, as further described in Section 5.17.5 of this Bylaw, and the fees for the issuance, renewal, and amendment of such a local permit.

As part of its regulations, the Board of Selectmen shall require an owner of a business, home occupation, or industry or the operator of an organization or governmental agency located in the Town of Reading that handles or stores crude petroleum or any of its products of a certain quantity or that is located in an area of Town that presents a high risk to groundwater or surface water should a release of any amount occur, as those criteria are defined by regulation, to register with the Board of Selectmen. Such registration shall include an inventory, the location of the site, the name of the owner and operator, and any other requirement deemed necessary by the Board of Selectmen in its regulations.

#### **5.17.6      Local Permit: Issuance, Renewal and Amendment**

##### **5.17.6.1      Issuance of a Local Permit:**

After reviewing the registration information mandated by its regulations, the Board of Selectmen may require an owner of a business, home occupation, or industry or the operator of an organization or governmental agency located in the Town of Reading that handles or stores crude petroleum or any of its products of a certain quantity or that is located in an area of Town that presents a high risk to groundwater or surface water should a release of any amount occur, as those criteria are defined by regulation, to obtain a local permit from the Board of Selectmen.

Landowners subject to the licensing requirements of Section 13 of Chapter 148 of the General Laws shall be required to obtain a local permit authorized under this Bylaw in addition to said license.

The Board of Selectmen shall only issue a local permit under this Bylaw after a public hearing, duly noticed by publication, seven days before the scheduled hearing, in a newspaper of general circulation in Reading and by mailing, certified mail return receipt, notice of the time and place of the hearing to all owners of property abutting said site within 300 feet as certified by the Assessor's Office in Reading and adjoining municipalities. The cost of such notice shall be borne by the applicant.



All applicants for a local permit under this Bylaw shall submit with the local permit application a contingency plan showing where and how all regulated crude petroleum or any of its products shall be handled and stored and the methods for containing any release. The Board of Selectmen shall only issue or renew a local permit under this Bylaw where the Board determines that the contingency plan shall ensure that any release will be totally contained and not reach any surface water or groundwater or flow into any onsite sewage disposal system, sewer system, catch basin, dry well, stormwater management structure, or drainage structure. The Board of Selectmen shall require the approval of the Reading Fire Department of any contingency plan and require the contingency plan to be posted at a location acceptable to the Reading Fire Department. The Board of Selectmen by regulation may require certain precautions to be included in every contingency plan, including but not limited to proper and adequate maintenance of containment and emergency equipment and the identification of the person responsible for implementing the contingency plan and reporting any release.

The Board of Selectmen may issue a local permit under this Bylaw for no more than five years or for a shorter time where the Board of Selectmen decides that a shorter time is appropriate in the best interests of the Town. Any such local permit granted hereunder shall be subject to such conditions and restrictions as may be prescribed by the Board of Selectmen, which may include a condition that the local permit be exercised to such extent and within such period as may be fixed by the Board of Selectmen.

#### **5.17.6.2      Renewal of a Local Permit Authorized under this Bylaw:**

A local permit issued by the Board of Selectmen under the provisions of this Bylaw may be renewed for additional periods of five years or for an addition period of less than five years where the Board of Selectmen decide that such shorter time is appropriate in the best interests of the Town. Upon renewal, the Board of Selectmen may impose restrictions or conditions in addition to or in lieu of those imposed in the original local permit.

A local permit authorized under this Bylaw will expire if not renewed before the end of the initial time period. It shall be the responsibility of the owner and the operator to apply for such local permit renewal at least sixty (60) days in advance of the expiration date of the local permit.

The Board of Selectmen shall not renew any local permit authorized under this Bylaw without a site inspection by the Reading Fire Department or other qualified person as may be designated by the Board of Selectmen.

The Board of Selectmen may, but need not, conduct a public hearing upon the application for renewal and may issue at a public meeting such renewal local permit upon receipt of the application fee, a completed renewal application form designated by the Board of Selectmen, a complete inventory, a satisfactory contingency plan, and a favorable site inspection. The above stated renewal requirements are a minimum and the Board of Selectmen may require more extensive information in its regulations.



#### **5.17.6.3      Amendment of a Local Permit Authorized under this Bylaw:**

Any local permit issued under this Bylaw must be amended where the owner or operator wishes to change any parameter, without enlargement, upon which the local permit was issued. Expansion of the originally permitted activity requires an application for a new local permit.

The Board of Selectmen by regulation shall set the minimal information that must be submitted upon application for an amended local permit and, after a site inspection and public hearing duly noticed as provided in Section 5.17.5.1, the Board may amend such local permit.

#### **5.17.6.4      Abandonment of Use under Local Permit:**

The Board of Selectmen may, by regulation, determine the process that must be followed by the holder of the local permit where the site ceases to be used for the keeping, storing, using, manufacturing, selling, handling, or disposing of crude petroleum or any of its products.

Nothing in such regulations shall be interpreted to be a revocation of a license granted under Section 13 of Chapter 148 of the General Laws. In addition, State law shall control the abandonment of above ground or below ground storage tanks.

#### **5.17.7      Enforcement of Local Permit Authorized under this Bylaw**

##### **5.17.7.1      Prohibitions:**

Releasing any crude petroleum or any of its products upon the ground; into any surface or groundwater; or into any sewage disposal system, sewer system, catch basin, dry well, stormwater management structure, or drainage structure within the Town of Reading is prohibited.

Maintaining a site that constitutes a threat of release of crude petroleum or any of its products is prohibited.

Owning or operating a business, home occupation, or industry or operating an organization or governmental agency that handles or stores crude petroleum or any of its products without registering it or obtaining the applicable local permits as shall be specified in this Bylaw or the regulations promulgated thereunder is prohibited.

##### **5.17.7.2      Enforcement:**

The Board of Selectmen and the Reading Fire Department shall enforce the provisions of this Bylaw. A member of the Board of Selectmen, the Reading Fire Department, or their designee, may enter, according to law, upon any site at any reasonable time to inspect for compliance and threat of release.

Upon request of the Fire Department, the owner, an individual identified on a local permit, or operator of any site shall furnish all information required to monitor compliance with this Bylaw, the regulations promulgated hereunder, and the conditions of said local permit. Nothing herein shall preclude the Reading Fire Department from

requiring pressure-testing for underground tanks or testing of samples of soil, wastewater, groundwater, or other material from the site. All expenses associated with the required collecting and testing shall be borne by the owner or operator.

All records pertaining to storage, removal, and disposal of crude petroleum or any of its products shall be retained for no less than five years by the owner or operator and such records shall be made available for review by the Board of Selectmen upon request.

#### **5.17.7.3      Violation Notices and Orders:**

The Board of Selectmen and the Reading Fire Department are authorized to issue notices of violation, cease and desist orders, and other enforcement orders to compel compliance with this Bylaw, the regulations promulgated thereunder, and the conditions of any local permit issued by the Board of Selectmen as the Board of Selectmen or the Fire Department deems necessary and appropriate.

The Board of Selectmen or the Reading Fire Department shall give written notice of any violation to the operator and owner of the site. Such written notice shall specify the nature of the violation; any corrective measures that must be undertaken, including containment and cleanup of discharged materials and sampling and analysis before, during, and after cleanup; any preventive measure required for avoiding future violations, including long-term monitoring; and a time for compliance.

Any requirements specified in a violation notice or an order shall be reasonable in relation to the public health hazard involved and the difficulty of compliance, but shall not be less than required under Federal or State law.

The cost of containment and cleanup shall be borne by the owner and operator of the site. Any charges that the Town incurs in any cleanup process shall be borne by the owner and operator of the site and shall be collectable as a charge owed the Town in accordance with Section 58 of Chapter 40 of the General Laws.

#### **5.17.7.4      Penalties:**

The Board of Selectmen may suspend, modify, or revoke a local permit issued under this Bylaw for due cause, which shall include but not be limited to failure to comply with any section of this Bylaw, failure to perform the conditions set forth in the approved contingency plan, or violation of any condition of the local permit.

Any person who violates any section of this Bylaw shall be fined as provided in Section 1.5 of the Bylaws of the Town of Reading. Each day that an individual fails to comply with an order of the Fire Department under this Bylaw shall constitute a separate violation.

In addition to any other means of enforcement, the provisions of this Bylaw may be enforced by the non-criminal disposition procedure in accordance with the provisions of Section 5.11 of these Bylaws and of Section 21D of Chapter 40 of the General Laws. For the purposes of such non-criminal disposition, the term "enforcing person" shall mean any member of the Reading Fire Department. Further, the enforcing person may enter onto any property and in any building thereon for the purpose of inspecting or

investigating any violation of this Bylaw or enforcing the same, except no dwelling unit shall be entered without the consent of the resident or other person authorized by law to give such consent.

or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 12** To see what sum the Town will raise by borrowing, or from the tax levy, or transfer from available funds, or otherwise, and appropriate for reconstructing surface drains, sewers and sewerage systems, including the cost of consulting engineering services, designs, plans, contracts, specifications, equipment, inspection fees, contingencies and related facilities and expenses related thereto and necessary in connection therewith, said sum to be spent under the direction of the Board of Selectmen; and to see if the Town will vote to authorize the Board of Selectmen or any other agency to file an application(s) for a grant or grants to be used to defray all or any part of said sewer construction and/or reconstruction and related matters; and to see if the Town will vote to authorize the Board of Selectmen to enter into any or all agreements as may be necessary to carry out the purpose of this Article, including but not limited to, the applications and acceptance of a grant and a non-interest bearing loan from the Massachusetts Water Resources Authority, and to authorize the Treasurer-Collector, with the approval of the Board of Selectmen, to borrow pursuant to said loan, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 13** To see what sum the Town will vote to raise by borrowing under Chapter 44, Sections 7 (3) and 7 (3A) or Chapter 70B of the General Laws of the Commonwealth of Massachusetts, or pursuant to any other enabling authority and appropriate for the purpose of constructing an addition, remodeling, reconstructing and making extraordinary repairs to the Alice M. Barrows School on Edgemont Avenue, including the costs of original furnishings and equipment, landscaping, paving, and other site improvements, engineering and architectural fees, plans, and specifications, inspections fees, relocation costs, contingencies, and related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the School Committee as an addition to, and in conjunction with, the sum authorized by vote under Article 5 of the Warrant for the Special Town Meeting of December 7, 1998, and Article 12 of the Warrant for the Annual Town Meeting of April 24, 2000; and that the Town vote to authorize the School Committee to file applications for a grant or grants to be used to defray all or any part of the cost of said school renovations and addition and related matters, and that the Town vote to authorize the School Committee to enter into all contracts and agreements as may be necessary to carry out the purposes of this Article. Further, to see what authorized but unissued amount the Town will vote to rescind from the authorization for the new elementary school approved on November 15, 1999 under Article 14 in the amount of \$9,100,000, or take any other action with respect thereto.

School Committee



**ARTICLE 14** To see if the Town will vote to accept the provisions of Chapter 137 of the Acts of 2003 relative to pay for active duty members of the National Guard and Reserves, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 15** To see if the Town will vote to accept one or more gifts to be administered by the Commissioners of Trust Funds, such gifts to be used for the purposes for which they are given to the Town, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 16** To see if the Town will vote to amend Article 55, Section 5.5.1 of the Town of Reading Bylaws from "No person shall fire or discharge any fireworks, firearms, cannon or explosives of any kind..." to "No person shall fire or discharge any fireworks, firearms, bow and arrow, cannon or explosives of any kind..."

By petition

**ARTICLE 17** To see if the Town will vote to authorize the Board of Selectmen to convey a portion of Plot 65, Lot 7 to the Reading Housing Authority and to authorize the Board of Selectmen to acquire a portion of Plot 65, Lot 6 from the Reading Housing Authority, under such terms and conditions as the Board of Selectmen shall determine, or take any other action with respect thereto.

Reading Housing Authority

**ARTICLE 18** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to approve a Home Rule Petition, pursuant to Article LXXXIX of the amendments to the Massachusetts Constitution of the Commonwealth to accomplish the removal of the position of Chief of Police from the provisions of Chapter 31 of the General Laws of the Commonwealth of Massachusetts, known as the "Civil Service" provisions, and such legislation shall be generally in the following form:

Section 1 - The position of Chief of Police shall no longer be subject to Chapter 31 of the General Laws.

Section 2 - Section 1 shall not impair the Civil Service status of any person holding the office of Chief of Police of the Town of Reading on the effective date of this act.

And, further, that the Board of Selectmen is hereby authorized to take all necessary action in support of this Article, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 19** To see if the Town will vote to determine how much money the Town will raise by borrowing, or from the tax levy, or transfer from available funds, or otherwise, and appropriate for the operation of the Town and its government for Fiscal Year 2005 beginning July 1, 2004, or take any other action with respect thereto.

Finance Committee



**ARTICLE 20** To see if the Town will vote to amend Section 4.9.2 of the Reading Zoning By-Law, entitled "Overlay Districts" to add a new third paragraph so that the section shall read as follows:

Planned Unit Development Districts shall take the form of overlay districts covering all or part of Industrial Districts, the Business A District and designated portions of Residential Districts on the Reading Zoning Map. For any land within a PUD District, a Developer may choose to conform either to the zoning regulations which govern the underlying district or to the PUD overlay regulations and procedures set forth by this Section, whose specific provisions shall supersede all other provisions in the Zoning By-Laws with respect to the underlying district including, without limitation, use, intensity, dimensions, parking and site plan review; however, the provisions of any other overlay district shall continue to apply.

Planned Unit Development Districts are overlaid on three zoning districts: Industrial, Business A and Residential Zones. Section 4.9 controls development in this overlay utilizing the following terms: PUD-I for Planned Unit Development District - Industrial for PUD's overlaid in the industrial zone, PUD-B for Planned Unit Development District - Business for PUD's overlaid in the business zone and designated portions of adjacent residentially-zoned land; and PUD-R for Planned Unit Development District-Residential overlaid in the residential zone. Any reference noted herein to "PUD" generally denotes the requirements and controls are for developments for PUD's in Business, Residential and Industrial zones.

***Add to 4.9.2 as 3rd Paragraph***

**Planned Unit Development-Business District as an Overlay District**

A PUD-B District shall take the form of an overlay district covering an underlying Business A District and may include land situated within the S-15 District that was a part of a lot existing on January 1, 2003, a portion of which lot was also in the Business A District, but only as is applied to a specific parcel or parcels through a formal and proper amendment to the Reading Zoning Map. A PUD-B Overlay District may be applied only through action by Town Meeting to amend the Reading Zoning Map placing such land within the PUD-B Overlay District.

***And further, to see if the Town will vote to amend the Reading Zoning By-Laws entitled "Overlay Districts" to add a new Section 4.9.7 as follows:***

**4.9.7. Use and Dimensional Requirements in the PUD-B**

The following use and dimensional requirements shall be adhered to by all PUD-B Special Permit developments that lie within a PUD-B Overlay District and which shall be used by the CPDC in evaluating each PUD-B development proposal.

**4.9.7.1 Parcel Size and Eligibility:**

The minimum land area of a project under a PUD-B Special Permit is three (3) acres in size.

A development parcel may consist of land in more than one ownership, provided that all land comprising the parcel lies entirely within the PUD-B Overlay District and is contiguous. Lots separated by a minor street as defined in Section 4.9.2.1 or right-of-way or private way may be considered, in CPDC's discretion, contiguous for this purpose.

Proposed developments may include pre-existing buildings provided that all PUD requirements are satisfied by each new or existing building and for the PUD as a whole. More than one principal building may be located on a lot, Section 5.2.8. notwithstanding.

#### Permitted Uses in the PUD-B

The following uses may be allowed by a PUD-B Special Permit, subject to the findings of the CPDC as to the net benefit and adverse impacts of the proposed PUD:

- a. Within a PUD-B Overlay District, any portion of land that is within the underlying Business A District or within 30 feet of the underlying Business A District zoning boundary line may be used for those various uses allowed within the underlying Business A District, excepting that Automotive Uses and enclosed storage as a primary use as listed in the Table of Uses in Section 4.2.2 (Table of Uses), and fast food restaurant or drive-thru uses shall not be allowed.
- b. Any land within the PUD-B Overlay District that is both in the underlying residential district and more than 30 feet from the underlying Business A District zoning boundary line may only be used for the parking of registered motor vehicles in a parking lot or structure, related driveways, landscaping, lighting, fencing, drainage systems and containerized and enclosed trash storage, all as accessory uses for the uses allowed elsewhere in the PUD-B Overlay District subject to conditions imposed by the CPDC.

#### 4.9.7.3 Intensity of Use in PUD-B

##### 4.9.7.3.1 Uses as described in 4.9.7.2:

The basic permitted intensity of a business use in a PUD-B development, expressed as the Floor Area Ratio as defined in Section 4.9.2.1.f, may not exceed 0.50. In order to assist in making this calculation, plans submitted for a PUD-B Special Permit that propose such a use shall show what portion and area of the development parcel will be put to such use.

Areas which have been counted to satisfy the intensity limit for residential use may not be counted also to satisfy the intensity limit for business/commercial use and areas which have been counted to satisfy the intensity limit for business/commercial use may not be counted also to satisfy the intensity limit for residential use.

#### 4.9.7.4 Dimensional Requirements:

4.9.7.4.1 Building Height. The maximum building height within a PUD-B Overlay District shall be as follows:

- a. Any portion of an allowed structure that is within an underlying residential zoning district portion of a PUD-B Overlay District and that is farther than 30 feet from the underlying Business A zoning boundary line shall not be greater in height than is allowed in the underlying zoning district in which it is located.
- b. Any portion of a building that is in an underlying Business-A Zoning District or is within 30 feet of an underlying Business-A Zoning District shall be no higher than 50 feet.

#### 4.9.7.4.2 Setbacks and Buffers in a PUD-B:

- a. The extent of buffering and setbacks shall in every case be based upon the following criteria as reviewed by the CPDC:
  - ◆ Existing topography
  - ◆ Existing vegetation
  - ◆ Existing and Proposed Structures within and outside the PUD-B District
  - ◆ Proximity to Residential Dwellings
- b. The minimum front, side and rear yard requirements shall be the same as in the underlying districts except that the minimum front yard set-back may be as little as 30 feet if there is no parking in the front yard.
- c. Parking/Loading. The parking and loading requirements contained in Section 6.1.1.3 shall apply. Parking spaces shall be at least 8.5 by 18 feet, with provision for larger spaces as required by the CPDC to accommodate short term parking, handicapped and larger vehicles.
- d. Shadow Impact. Between 9:00 a.m. and 3:00 p.m. (EST) from February 21<sup>st</sup> to October 21<sup>st</sup>, no building within a PUD-B Overlay District shall cast a shadow on any dwelling in existence at the time of a PUD-B Preliminary Plan submission.

#### Private Ways

All on-site and off-site improvements, which include the installation of utilities, public lighting, sewers and other public improvements, shall be constructed according to the standards of the Reading Public Works Department and other appropriate departments and conditions imposed by the CPDC.

***Amend Section 4.2.2 Table of Uses by adding the following line under the existing captions:***

Principal Uses	RES	RES	RES	BUS	BUS	BUS	IND
	s-15, s-20, s-40	A-40	A-80	A	B	C	
PUD-B	SPP*	No	No	SPP*	No	No	No

Community Planning and Development Commission

**ARTICLE 21** To see if the Town will vote to amend the Town of Reading Zoning Map to designate the following land, currently zoned as Business A and S-15, as being within the Planned Unit Development – Business (PUD – B) Overlay District:

Land situated on the westerly side of Main Street, Reading, MA, being shown on Assessors' Map 11 as lots 11 and 12, and being further described on Exhibit A attached hereto and incorporated herein by reference.

or to take any other action with respect thereto.

Community Planning and Development Commission

**ARTICLE 22** To see if the Town will vote pursuant to Section 2-6 of the Reading Home Rule Charter to declare the seats of certain Town Meeting Members to be vacant and remove certain described persons from their position as Town Meeting Members for failure to take the oath of office within 30 days following the notice of election or for failure to attend one half or more of the Town Meeting sessions during the previous year, or take any other action with respect thereto:

Precinct 2	Amanda Lee Foulds
Precinct 3	Robert J. Coffey Paul J. Murphy Robert M. Murphy
Precinct 4	Matthew L. Wilson
Precinct 8	Frederick F. Martin Jr.

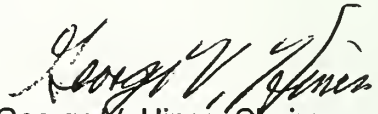
Board of Selectmen

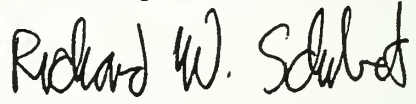



and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to March 2, 2004, the date set for the Election in said Warrant, and to publish this Warrant in a newspaper published in the Town, or by mailing an attested copy of said Warrant to each Town Meeting Member at least fourteen (14) days prior to the time of holding said meeting.

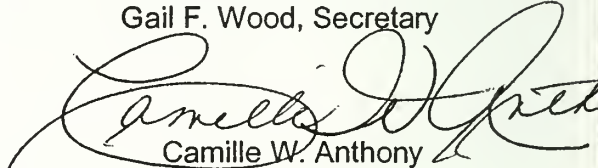
Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.


Given under our hands this 27th day of January 2004.

  
George V. Hines, Chairman

  
Richard W. Schubert, Vice Chairman

  
Gail F. Wood, Secretary

  
Camille W. Anthony

  
Matthew Cummings  
SELECTMEN OF READING

  
Thomas H. Freeman, Constable

# ANNUAL TOWN ELECTION

March 2, 2004

Pursuant to the Warrant and the Constable's Return thereon, a General Election was held for all eight precincts at the Hawkes Field House. The Warrant was partially read by the Town Clerk, Cheryl A. Johnson, when on motion of Fred Van Magness, it was voted to dispense with the further reading of the Warrant, except the Constable's Return, which was then read by the Town Clerk. The ballot boxes were examined by the respective Wardens and each found to be empty and registered 00.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

5505 ballots (34%) of registered voters cast as follows:

Moderator for one year - Vote for One									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Alan E. Foulds*	543	402	378	565	424	526	524	506	3868
Other	3	3	0	2	0	1	5	2	16
Blanks	186	181	152	223	205	245	215	214	1621
Total	732	586	530	790	629	772	744	722	5505
*Elected									

Board of Selectmen for three years - Vote for Two									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Richard W. Schubert*	433	205	220	405	300	399	458	373	2853
Joseph G. Duffy*	304	244	286	410	313	399	263	271	2481
Patrick M. Fennelly	295	265	221	323	283	335	328	276	2326
Other	3	3	2	5	1	1	3	2	17
Blanks	429	395	331	437	361	419	436	522	3330
Total	1464	1172	1060	1580	1258	1544	1488	1444	11010
*Elected									

Board of Assessors for three years - Vote for One									
<i>Candidate</i>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Ralph Colorusso*	469	375	341	494	383	510	454	453	3479
Other	2	3	0	0	0	1	2	0	8
Blanks	261	208	189	296	246	261	288	269	2018
Total	732	586	530	790	629	772	744	722	5505
*Elected									

### Board of Library Trustees for three years - Vote for Two

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
William A. Anthony*	25	33	33	91	69	63	66	53	483
Karen E. Brown*	86	19	27	68	55	79	71	43	448
Neil L. Cohen	21	22	7	63	15	25	23	30	206
Richard H. Curtis	20	13	16	56	20	57	34	26	248
David P. Hutchinson	11	11	4	11	9	15	14	16	88
George E. Lonergan, Jr.	24	13	47	37	33	35	26	27	242
Other	19	15	11	9	8	3	13	9	87
Blanks	1202	1046	915	1245	1052	1267	1241	1240	9208
Total	1464	1172	1060	1580	1258	1544	1488	1444	11010
*Elected									

### Municipal Light Board for three years - Vote for Two

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
William J. Hughes, Jr.*	411	336	317	441	342	451	431	389	3118
Philip B. Pacino*	418	341	315	449	364	462	423	393	3165
Other	2	2	0	1	2	9	2	0	9
Blanks	633	493	428	689	550	631	632	662	4718
Total	1464	1172	1060	1580	1258	1544	1488	1444	11010
*Elected									

### School Committee for three years - Vote for Two

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Harvey (Pete) J. Dahl*	487	318	292	500	357	466	487	432	3339
Elaine L. Webb*	526	388	325	500	392	484	497	453	3574
Linda Phillips	1	2	1	1	1	9	1	3	19
Other	6	3	2	4	2	2	3	4	26
Blanks	444	461	440	566	506	583	500	552	4052
Total	1464	1172	1060	1580	1258	1544	1488	1444	11010
*Elected									

### School Committee for one year - Vote for One

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Lisa Gibbs*	468	299	284	507	398	422	485	412	3275
Linda M. Phillips	197	191	161	195	164	288	187	221	1604
Other	9	0	1	1	1	9	0	2	5
Blanks	67	96	84	87	66	62	72	87	621
Total	732	586	530	790	629	772	744	722	5505
*Elected									



**Town Meeting Members for three years - Vote for not more than Eight**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Susan Bryant Conley*	423								
Catherine S. Durant*	425								
Sheila M. Mulroy*	457								
Steven L. Perry*	447								
Jane M. Spano*	431								
John F. Russo*	344								
James K. Taylor*	404								
Alfred M. Wilkinson*	395								
Other	3								
Blanks	2527								
Total	5856								
*Elected									

**Town Meeting Member for one year - Vote for not more than One**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Laura A. Wilson*	507								
Other	3								
Blanks	222								
Total	732								
*Elected									

**Town Meeting Members for three years - Vote for not more than Eight**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Francis P. Burke*		334							
Joseph T. Connearney*		298							
Peter G. Coumounduros*		298							
Alice M. O'Sullivan*		324							
Anthony L. Rickley*		317							
David C. Faulkner*		320							
Walter J. Carroll*		2							
Donna L. Cabral		1							
John M. Devir, Jr.		1							
Kevin T. Flanagan *		1							
Philip D. LeBlanc		1							
Steven McLaughlin		1							
Michael J. Murphy		1							
Carol L. Sampson		1							
Kim Marie Sullivan		1							
Other									
Blanks		2787							
Total		4688							
*Elected									

Kevin T. Flangan broke tie on May 6, 2004. 119.



**Town Meeting Member for two years - Vote for not more than One**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
John Visocchi*		4							
Other		10							
Blanks		572							
Total		586							
*Elected									

**Town Meeting Member for one year - Vote for not more than One**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Nagel F. Stone, Jr.*		370							
Other		1							
Blanks		215							
Total		586							
*Elected									

**Town Meeting Members for three years - Vote for not more than Eight**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Stephen L. Crook*			302						
Steven G. Oston*			390						
Lance Watson*			297						
William H. Downing*			299						
Donald J. Muse*			5						
Patrick A. Schettini*			4						
Catherine L. Martin*			3						
Alice C. Grau			2						
Ronald L. Wood*			2						
Other			6						
Blanks			2930						
Total			4240						
*Elected									

Ronald L. Wood broke tie on May 6, 2004.

**Town Meeting Member for two years - Vote for not more than One**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
William C. Henry, Sr.			1						
William K. Reidy			1						
David Bauman Tuttle *			1						
Lance Watson			1						
Other			0						
Blanks			526						
Total			530						
*Elected									

David Bauman Tuttle broke tie on May 6, 2004

**Town Meeting Member for one year - Vote for not more than One**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Susan M. Don			1						
Larry G. Kuhn			1						
Robert J. Shimansky *			1						
Daniel B. Silva			1						
Ronald B. Stortz			1						
Other			0						
Blanks			525						
Total			530						
*Elected									

Robert J. Shimansky broke tie on May 6, 2004.

**Town Meeting Members for three years - Vote for not more than Eight**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Andrew W. Grimes*				472					
Richard E. McDonald*				468					
Thomas J. Meharg*				447					
Ralph L. Vinciguerra*				475					
Priscilla D. Hollenbeck*				458					
Neil L. Cohen*				22					
Robert W. Lelacheur*				16					
Brian C. Snell*				14					
Other				53					
Blanks				3895					
Total				6320					
*Elected									

**Town Meeting Members for three years - Vote for not more than Eight**

<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Loretta E. Cavagnaro*					332				
Christina L. DiNardo*					341				
Robert L. Fuller*					338				
Janice M. Jones*					359				
Cynthia (Cynda) R. Rohmer*					325				
Philip B. Pacino*					351				
Eileen C. O'Shea*					8				
Susan A. Giacalone*					7				
Other					23				
Blanks					2948				
Total					5032				
*Elected									



Town Meeting Members for three years - Vote for not more than Eight									
<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Robert A. Brown*						421			
Margaret M. Carlman*						389			
Kevin M. Douglas*						390			
James J. Fandel*						390			
Diana M. Kaine*						387			
Gail Phillips-Spence*						387			
Drucilla Wood-Beckwith*						386			
Janice A. Landry*						323			
Jacquelyn A. Mandell						230			
Robert L. Mandell						207			
Gary D. Phillips						266			
Other						10			
Blanks						2382			
Total						6176			
*Elected									

Town Meeting Members for three years - Vote for not more than Eight									
<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Joanne T. Cusolito*							394		
Carol S. Grimm*							409		
Norman F. Kozlowski*							414		
Nancy B. Matheson*							399		
Sandra J. Michaud*							391		
Richard W. Schubert*							453		
Charles V. Donnelly-Moran*							375		
Frances C. Sansalone*							394		
Other							11		
Blanks							2712		
Total							5952		
*Elected									

Town Meeting Members for three years - Vote for not more than Eight									
<u>Candidate</u>	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Kim R. Honetschlager*								321	
Joseph G. McDonagh*								336	
George B. Perry, II*								350	
John H. Russell*								324	
Margaret W. Russell*								334	
Frederick Van Magness								311	
Paul Bolger*								319	
Thomas S. Gardiner*								323	
James F. Lordan, Jr.*								320	
Other								7	
Blanks								2831	
Total								5776	
*Elected									

### Question 1 - Charter Amendment

Shall the Town approve an amendment to the Reading Home Rule Charter by adding the following language to Section 3-5:

"The Municipal Light Board shall hire the General Manger of the Reading Municipal Light Department and set his compensation; the General Manager shall serve at the pleasure of the Board and may be removed by vote of a majority of the entire Board after notice and hearing.

The Municipal Light Board shall appoint the Accounting Manager or Chief Accountant of the Reading Municipal Light Department; and shall appoint counsel to the Reading Municipal Light Department. The Accounting Manager or Chief Accountant as the case may be, and Counsel shall be subject to the supervision of the General Manager.

The Municipal Light Board shall approve warrants for payments of all bills and payroll of the Municipal Light Department; and shall approve all contracts and, further, all contracts shall be made in accordance with M.G.L. c.30B. Contracts for purchasing of power shall not be subject to M.G.L. c.30B but shall be approved by the Municipal Light Board.

The Municipal Light Board shall employ the Auditor appointed by the Town of Reading Audit Committee.

The Municipal Light Board shall annually set electric rates and approve an annual operating budget and Capital Improvements Program each fiscal year. Such approval will be done by a majority vote of the Municipal Light Board. After the Municipal Light Board has approved an annual operating budget and Capitl Improvements Program, it will present them to the Reading Finance Committee and Reading Town Meeting. Upon request of any of the other towns served by the Reading Municipal Light and/or Town Meeting of any such town (s)."

Question 1									
	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Yes	495	363	319	501	392	552	468	458	3548
No	108	87	101	93	102	94	82	121	788
Blanks	129	136	110	196	135	126	194	143	1169
Total	732	586	530	790	629	772	744	722	5505



## Question 2 - Capital Exclusion - Franklin Street Sidewalks

Shall the Town of Reading be allowed to assess an additional \$483,000 in real estate and personal property taxes, pursuant to G.L. c.59, §21(i1/2), for the purpose of designing and constructing sidewalks, curbing and related improvements on Franklin Street west of Main Street and on abutting streets as necessary for the purpose of providing pedestrian access to the new elementary school being constructed at the end of Sunset Rock Lane, including the costs of engineering fees, plans, documents, cost estimates, and related expenses incidental thereto and necessary in connection therewith, for the fiscal year beginning July 1, 2004?

Question 2									
	<u>Pr 1</u>	<u>Pr 2</u>	<u>Pr 3</u>	<u>Pr 4</u>	<u>Pr 5</u>	<u>Pr 6</u>	<u>Pr 7</u>	<u>Pr 8</u>	<u>Total</u>
Yes	312	160	179	302	232	293	291	340	2109
No	358	330	273	358	318	420	329	312	2698
Blanks	62	96	78	130	79	59	124	70	698
Total	732	586	530	790	629	772	744	722	5505

A true copy. Attest:

  
Cheryl A. Johnson  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

April 26, 2004

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:45 p.m., there being a quorum present.

The Invocation was given by Thomas J. Ryan, followed by the Pledge of Allegiance to the Flag. There was a moment of silence for the William Hughes, Light Board Chairman/member and constable; Daniel Halloran, former light board member and former constable; and Patricia Donnelly, Secretary at Joshua Eaton.

All Town Meeting members were sworn in.

The Warrant was partially read by the Town Clerk, Cheryl A. Johnson, when on motion by George V. Hines, Chairman of the Board of Selectmen, it was voted to dispense with further reading of the Warrant except for the Officer's Return, which was read by the Town Clerk.

**ARTICLE 2** – George V. Hines, Chairman of the Board of Selectmen, gave the following State of the Town Report:

I have had the opportunity to present this address as Chairman of the Board of Selectmen a number of times and each time have felt honored to do so. When I sat down to write this it struck me that this may very well be the last time I have the opportunity to address this body as a Selectman. Once again I am honored and want to thank you and my fellow Board members for this opportunity. Since it may well be the last State of the Town address I give, I obviously would have liked to make it something memorable. However, being neither a great writer nor orator and paraphrasing our 16<sup>th</sup> President, our town history will little note nor long remember what is said here tonight, nevertheless hope I can make some small impact.

If it sounds like I'm making this address personal it is because I want everyone to understand how much I love this community and how decisions I and all my colleagues I have served with on the Board of Selectman have been motivated only by the best interests of the entire community.

In past State of the Town comments I have avoided chronicling the past years activities since they are generally well covered. I have come to realize that Town Meeting members, if not directly involved may not be totally focused on the many issues the government volunteers and town employees deal with over the course of a given year and therefore the volunteers and employees may not be getting quite the recognition they deserve. It would be excessively long and boring to enumerate everything but some events deserve mention.

### Financial

The financial health of the community has seen a number of pros and cons this past year.

- First and foremost is the sale and development of the former landfill site. I know the anticipation of welcoming Jordan's furniture and Home Depot, along with the new tax revenue they will bring is enthusiastically building.
- The loss of state aid through the Governor's 9C reductions amounting to over \$300,000 created significant budget tension.
- The taxpayer's approval of a \$4.5 M override that enabled us to continue vital services and expand roadway maintenance.
- Final state aid numbers that came in higher than our projections that enabled us to establish a stabilization fund for the first time in decades.
- Approval of two debt exclusion overrides to modernize our elementary schools and build a new High School.

### Affordable Housing

This is an area the Board of Selectmen point to with great pride since consistent efforts in affordable housing are paying off toward meeting state goals.

- Though small in numbers the most gratifying project is the partnership with Habitat for Humanity for two units on unused town property on Governor's Drive.
- Two West street projects, Archstone on the former Spence parcel and the condominium development on the former Longwood poultry farm helped substantially in achieving our goal and became better projects through the review process.
- The completion and occupancy of 8 units at Sumner Cheney Place off No. Main St.
- Two new projects in the pipeline the Salem St. LIP project with 36 units and the Housing Authority Pleasant St. Project that has action on this town warrant and has also been improved by good community process.

### Public Works

The past year has seen the culmination of a lot of hard work by staff and government volunteers to bring projects to fruition. Among those:

- The Walker's Brook Drive improvements accomplished through a Public Works Economic Development grant from the State of \$1.8M.
- The implementation of the first year of the pavement management program made possible by the aforementioned override.
- Water main improvement projects in the Birchmeadow area and the Walker's Brook drive to Ash St. project.
- The water treatment plant advancing into design, the Sewer Inflow and Infiltration work continuing, the storm water management program and implementation of the water conservation program.
- The Haverhill St. repaving.
- The final implementation with deference to the persistence of former Selectman Sally Hoyt, of the West Street Heavy Vehicle exclusion.



- An important item that needs further attention and progress is the longstanding issue of development of containment facilities off I-93 to protect our water supply.

### Boards, Committees, and Commissions

The many issues facing the community resulted in the establishment of some new ad hoc working committees and additional work for existing committees.

- The Board of Selectmen, on the recommendation of the Historical Committee, established the West Street Historic district Committee to evaluate establishing Reading's first Historic district.
- The charter Review committee is working on recommendations for potential revisions to the charter.
- A working committee to work with RCTV on an operating agreement.
- The town counsel review committee which solicited widespread feedback via questionnaire to evaluate town counsel services which resulted in the retention of current counsel Bracket & Lucas.
- The portfolio of the Water and Sewer advisory Committee was amended to include storm water management and is now the Water, Sewer and Storm water Management Advisory Committee. If anyone wants to suggest an acronym for that mouthful, suggestions are welcome.

### Community Planning and Development Issues

The staff and volunteers are engaged in a number of issues in addition to the aforementioned deserving specific mention including:-

- The Master Plan updating project utilizing a state grant with MAPC.
- Participation in the MHD I-93/128 interchange Study task force.
- Completion of Phase I of the Walker's Brook development and review of Phase II.
- Redevelopment proposal of the Johnson's Hardware parcel.
- The downtown revitalization effort resulting the unique and exciting "Shop the Block" event during the Christmas holiday season.

### Miscellaneous issues

A few other areas demanding of past and continuing effort requiring further resolution include:

- The demand for additional recreation space particularly during the High school construction era.
- The recreational uses of Memorial Park.
- The longstanding issue of siting a Skateboard Park.
- Maintenance and upgrading of Imagination Station.

These issues are the prominent tip of the iceberg and Reading's employees and government volunteers are engaged in numerous other issues that occupy a lot of unseen activity lying below



the surface that are vital to continued delivery of services and sustenance of the quality of life we enjoy and expect to continue. Government exists only to serve the governed and we who serve, elected, appointed or hired are obligated to fulfill that mission. My sense and hopefully yours is that in Reading that mission is being fulfilled. The above list of activities hopefully illustrates that it is

In 2002 when I addressed this body I spoke of the many positives we enjoy in this community but warned of signs that we as a community are facing many of the problems society in general is facing and the challenges a changing society can bring. I still believe we retain all the many positives of family and village life I spoke of then but we have to be cognizant that changes may affect our positive attributes and guard against their unnecessary erosion. Volunteers have been a consistent strength of Reading and while we have seen interest wax and wane volunteers will continue to be an essential part of the solution to the challenges facing Reading's future. I urge every citizen to look around for a volunteer opportunity where they can contribute to our great community. Finally I want to take a moment to acknowledge the great employees Reading has been blessed with. In an environment that frequently is hostile and often for wages that are below the private sector equivalent our public employees toil for the benefit of the community and do a great job with the limited public resources available to them.

It has been a pleasure to serve this community and as I enter the fifteenth and likely final year as Selectman I want thank the community for the many opportunities to serve and hope we all can continue to keep the State of Reading good and continually improving.

**ARTICLE 2** – James Francis, Chairman of the Finance Committee, presented a summary of the results of the 2004 Reading Taxpayer Survey.

### Slide 2

The idea for the Reading Taxpayer survey came about in the summer of 2003 in the midst of a number of brainstorming sessions held by the major boards. The purpose of the brainstorming sessions was to come up with long-range plans for the finances of the Town of Reading. Because we did not want to do all of our thinking in a vacuum, it was decided that we would ask the taxpayers for their opinions on some of our main topics of discussion.

Questionnaires were sent to all Reading homes in January along with the 2004 census. Residents were asked to complete the 6-part survey and include it in the same envelope with their census.

The response rate was impressive, as the Town Manager received more than 3400 survey responses. FinCom and our own high school National Honor Society worked over the last 3 months to compile the results that I will present in a few minutes.

### Slide 3

While the survey questions did not necessarily address the immediate needs of the Town, they gave us some insight into which way we lean on some critical issues. Questions 1 through 4 were "Yes/No" questions, and asked for taxpayers' thumbs up or down on the ideas you see on

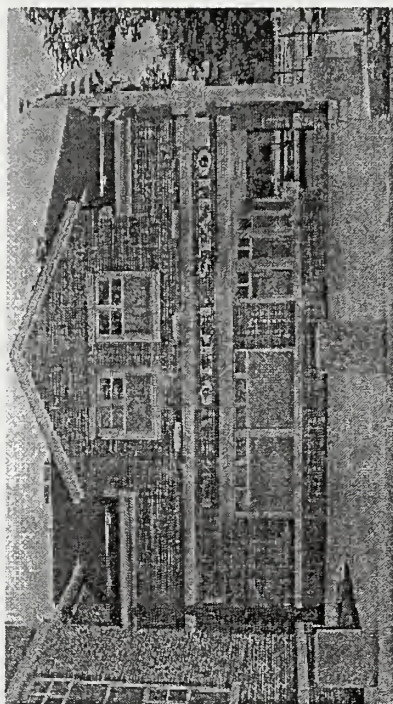
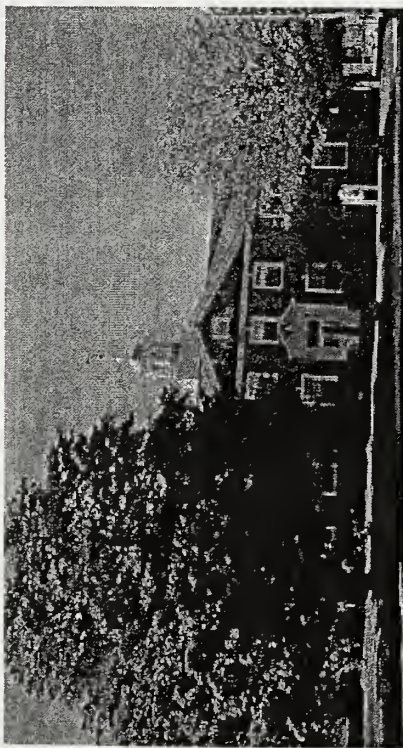


# Town of Reading

## Taxpayer Survey

### April 2004

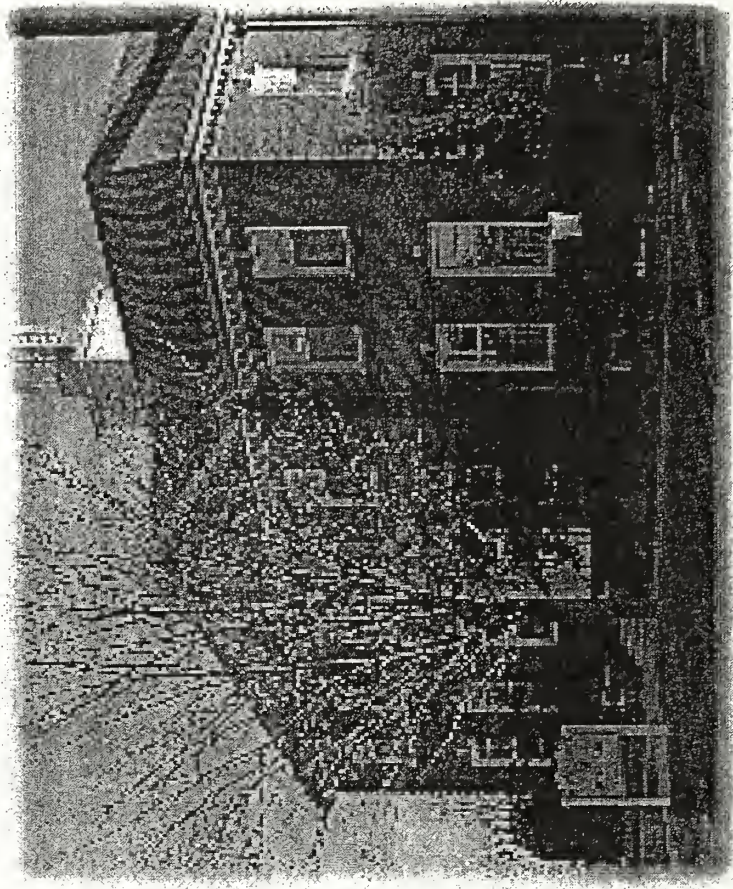
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# 2004 Taxpayer Survey

- Idea conceived by major boards during 2003 “brainstorming” sessions
- Questionnaires were sent to all Reading homes with 2004 census
- Town Manager received more than 3400 survey responses
- Fin Com and RMHS National Honor Society collaborated to compile the results



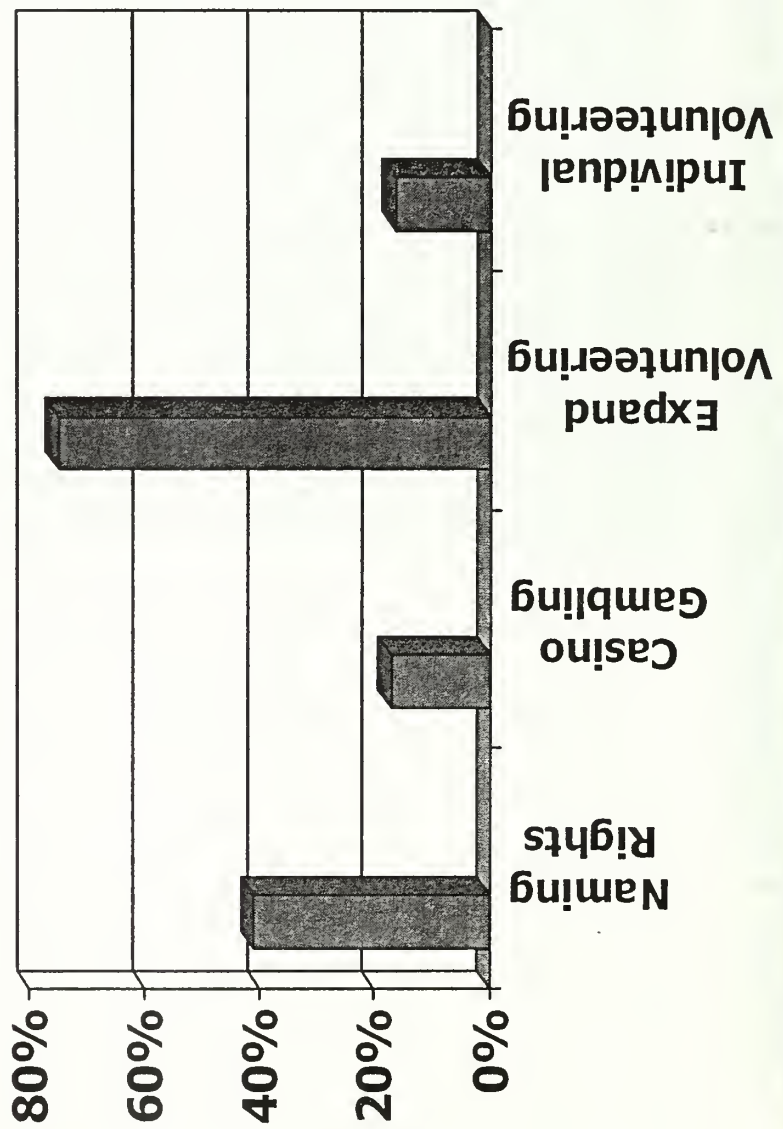
## 2004 Taxpayer Survey - Questions

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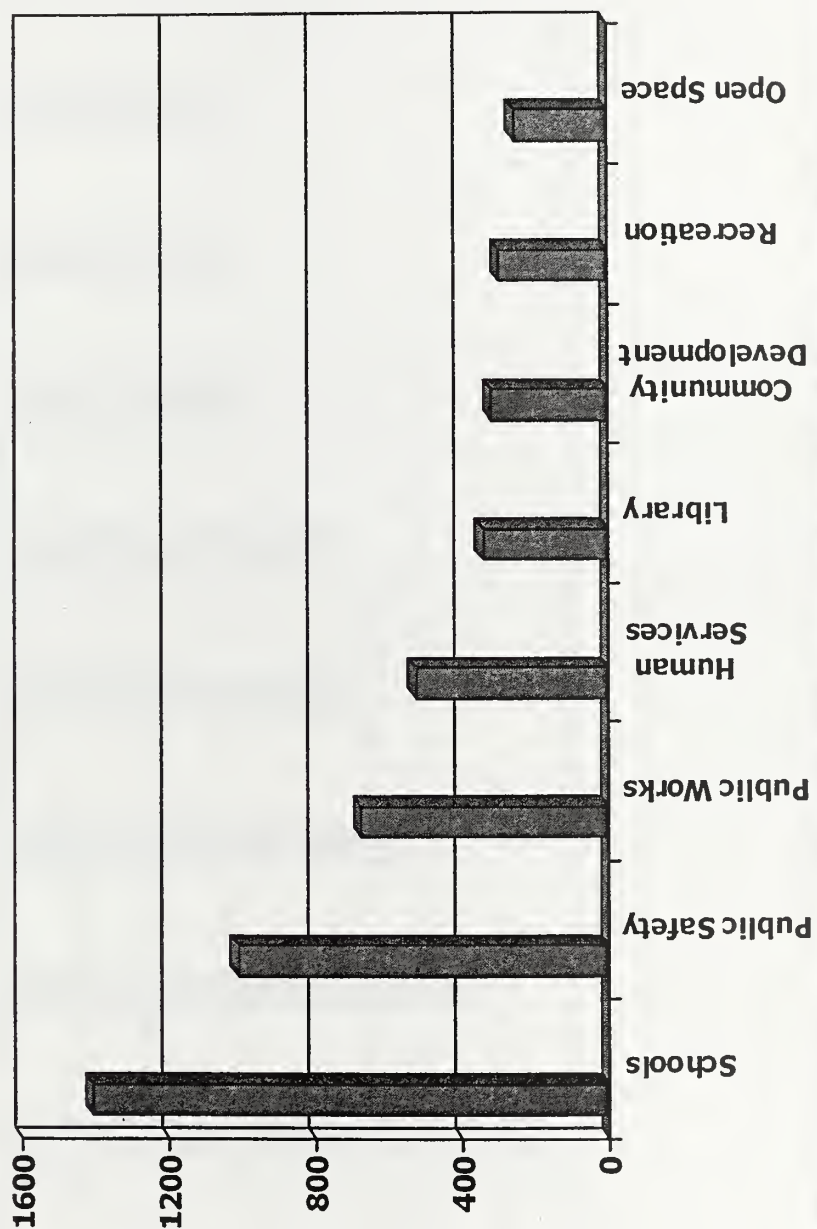
- Selling naming rights or advertising at public buildings or venues
- Casino gambling
- Expansion of volunteerism
- Individual volunteerism
- Revenue allocation: Library, Public Safety, Public Works, Schools, Human Services, Recreation, Open Space, & Community Development
- Comments from taxpayers



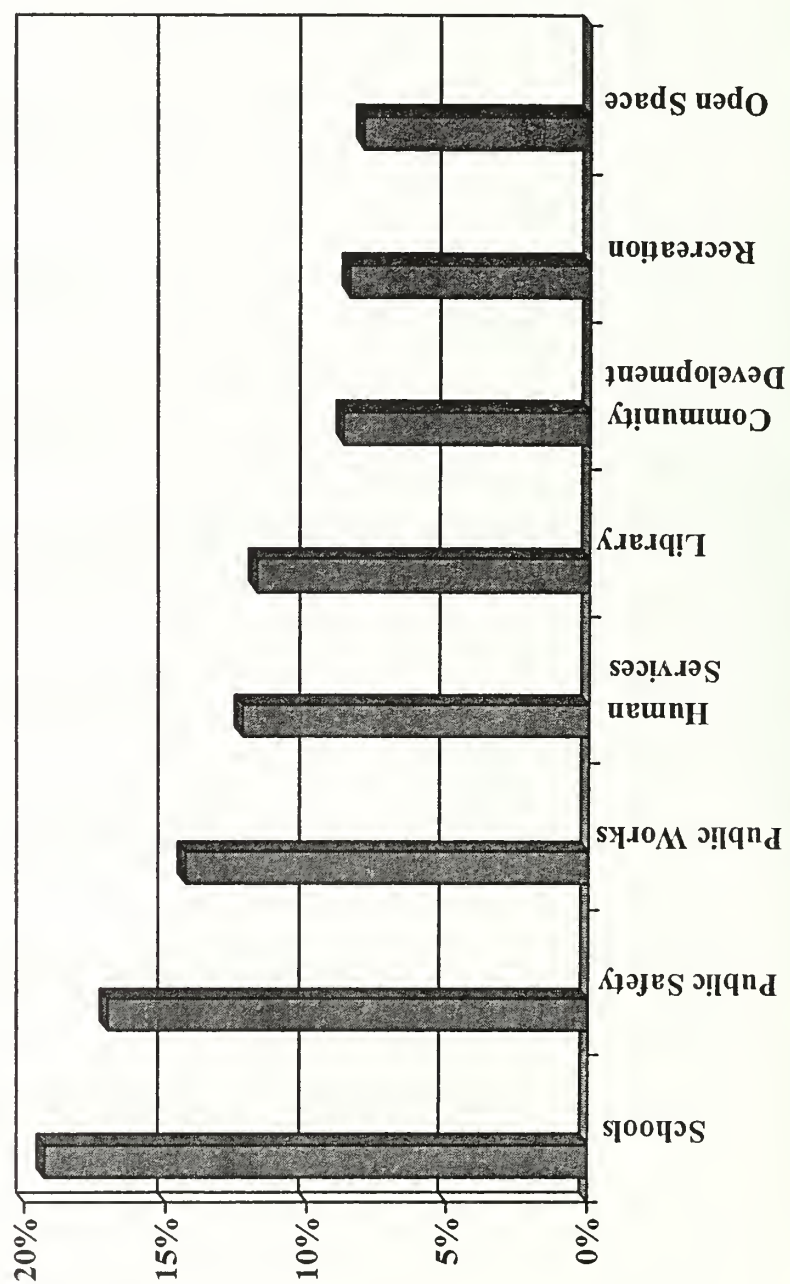
## Taxpayer Survey: Questions 1-4



## Question 5 – Number of #1 Rankings by Department



## Question 5: Aggregate Scores by Department





# 2004 Taxpayer Survey

## Ideas for revenue enhancement & expense management (Question 6)

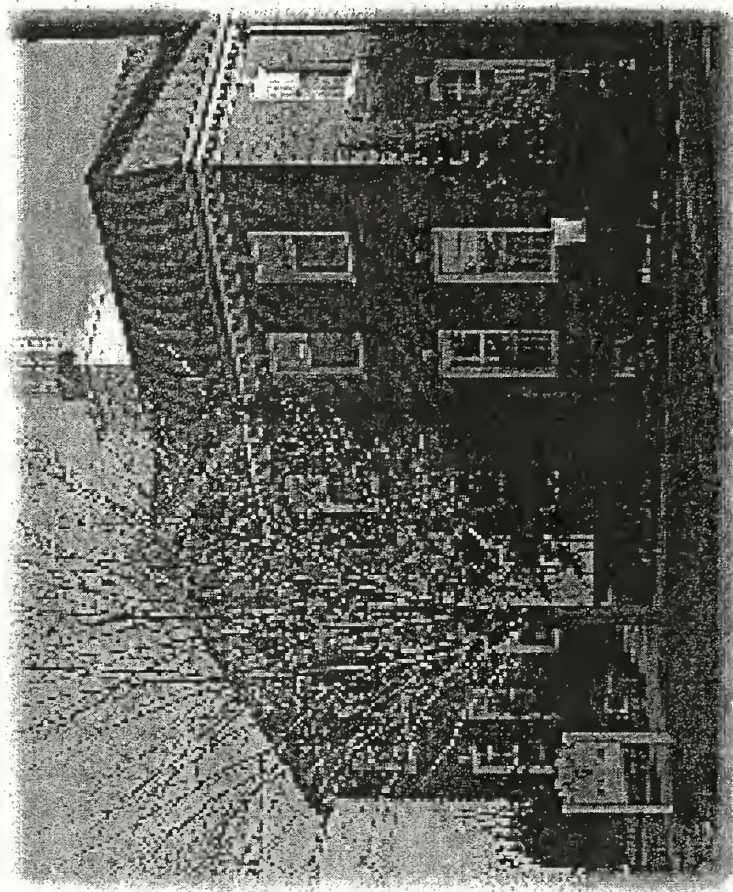
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- Encourage business expansion
- Add more commercial development
- Allow some limited advertising on public facilities
- More aggressive rentals of public buildings and fields
  
- Manage expenses more efficiently
  - Review staffing levels
  - Eliminate special elections
  - Maintain Town buildings more effectively to avoid replacement

# 2004 Taxpayer Survey

## Conclusions

- Taxpayers in this town are not shy
- As expected, we value our schools and our safety
- The survey resulted in hundreds of new volunteers
- Don't cancel your trip to Foxwoods



# 2004 Taxpayer Survey

Many Thanks to...

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## ■ Reading Finance Committee

- Catherine Martin
- Chuck Robinson
- Dick McDonald
- Bob LeLacheur
- Andrew Grimes
- Marsie West
- Hal Torman
- Paul Bolger

## ■ Martha Moore and the RMHS National Honor Society

- Amanda Barry
- Brendan McEliney
- Katie Finigan
- Christina Paquette
- Christine Anglehart
- Russell Michaud
- Howard Reith



this slide. We wanted to hear how you feel about advertising on public venues, casino gambling, the expansion of volunteerism to more areas of town, and whether or not the resident would like to volunteer. There was also a space for the resident to include his or her contact information so that they could begin volunteering right away. It is important to note that the Town Manager received about 200 responses from new volunteers.

Question 5 asked the resident to prioritize departments for allocation of revenues, and question 6 was a free-form request for ideas on revenue enhancement and expense control. There were hundreds of these responses, ranging in length from 1 sentence to 5 typed pages.

#### Slide 4

The results of Questions 1 through 4 are displayed on this slide. More than 42% of the 3400 surveyed were in favor of some sort of naming rights. About 18 % approve of Casino gambling in Reading. 75% of you think that we should expand volunteerism to new areas of Town, and about 18 % are willing to volunteer.

#### Slide 5

The next two slides summarize how our residents would like to see revenues allocated across departments. We asked those surveyed to apply a rank from 1 to 8 to prioritize the major departments in the annual budget. The areas included were schools, public safety, public works, human services, library, community development, recreation, and open space.

I have showed the results of this question in two ways. On this slide, you see a comparison of the number of "number 1" rankings by department. Schools had a significantly higher incidence of "number1" rankings than the other areas, with 1409. Public Safety was second with 1011, followed by Public Works with 674 and Human Services with 524. Library, Community Development, Recreation, and Open Space were 5 through 8, with between 250 and 350 number 1 responses.

#### Slide 6

Another way to look at the rankings is by aggregate score of all the responses, in other words, not just the "number 1's", but all rankings combined and then compared across departments. In this analysis, the difference in the scores for public safety and schools are only about 2 percentage points of the overall point total, or 17% and 19%, respectively. Public Works accounted for about 14%; Human services and Library were each at 12%; Community Development, Recreation, and Open Space were all between 8% and 9%.

#### Slide 7

Question 6 was the essay portion of the Taxpayer Survey, where residents were asked for their suggestions for revenue enhancement and expense control. We received hundreds of responses, and I have included a few of the major themes here.

On the issue of revenue enhancement, many residents would like to see growth through business expansion and commercial development. Quite a few favor the idea of selling naming rights and advertising on some public facilities. Others would like to see more aggressive rentals of our buildings and fields. On the expense side, residents would like to make sure that staffing levels reflect current and future needs, and more than a few would like to eliminate special elections. Several people responded that we need to maintain our buildings more effectively, which would save the Town money in the long run.

### Slide 8

What can we conclude from all this? First of all, the taxpayers of the Town of Reading are not shy. The overwhelming response to the survey proves that the residents of this town care very deeply about where their tax dollars are spent, and they are more than willing to state their opinion.

As we all expected, residents here place a high value on our schools and our safety, which are each second to none.

The survey resulted in hundreds of new volunteers, who were willing to include their contact information.

And finally, we can breathe a sigh of relief that 82% of the residents do not want casino gambling here in Reading. So keep your plans for that weekend getaway to Connecticut.

### Slide 9

This presentation would not have been possible without the efforts of the Reading Finance Committee, who are sitting to my right. We also had help from Martha Moore and the Reading Memorial High School National Honor Society. They are Amanda Barry, Brendan McEliney, Katie Finigan, Christina Paquette, Christine Anglehart, Russell Michaud, and Howard Reith. To these students, the Town is grateful for your contribution. And of course, we appreciate the participation of the residents of the Town of Reading, who provided all the data for us to work with and present here tonight.

**ARTICLE 2** – Joseph Delaney, Town Engineer, gave a report on Storm Water Management:

Report to Town Meeting  
National Pollutant Discharge Elimination System  
Phase II Storm Water Regulations

The purpose of this report is to help familiarize Town Meeting members with a new set of requirements, mandated by the United States Environmental Protection Agency (EPA), that the Town must now comply with. The regulations are called the National Pollutant Discharge Elimination System (NPDES) Phase II Storm Water Regulations. These regulations mandate a number of activities that the Town must perform to ensure that storm water discharges from the Town are not polluted.

The stated purpose of this program is to “preserve, protect and improve the Nation’s water resources from polluted storm water runoff.” The EPA has determined that rain water runoff from urban areas is one of the largest remaining sources of pollution to the country’s waterways. As rain falls on urban areas it picks up pollutants from a variety of sources such as: pesticides and fertilizers from lawn care activities; oil, antifreeze and other liquids from automotive uses; and sediments from construction activities. Without adequate controls, these pollutants among others can pass directly into lakes, streams and rivers. Locally, the areas of concern are the Ipswich River, Aberjona River and the Saugus River watersheds.

The first phase of this program regulated communities with populations over 100,000. These communities have been regulated since the early 1990’s. Based on lessons learned from that program, the regulations were extended to communities with populations between 10,000 and 100,000.

The EPA issued a general permit for these smaller communities on May 1, 2003. The Town of Reading applied for coverage under this permit in July 2003 as required by the regulations. The permit requires compliance with six minimum control measures and full compliance must be achieved by May 1, 2008. The six minimum control measures are:

1. Public Education and Outreach – The Town must implement a public education program that could include mailings to residents and industries, setting up a web page, press releases, establishing school curriculum and many other activities. This report to Town Meeting, in fact, serves as a public education effort.
2. Public Involvement and Participation – Public involvement activities could include establishing a Storm Water Committee (which we have already done) and developing volunteer activities such as stream cleanups, catch basin stenciling and the like.
3. Illicit Discharge Detection and Elimination – This program involves developing a system to ensure that illegal discharges to the storm drain system are identified and removed. Illegal discharges could include improperly routed sewer connections, dumping of oil into catch basins, or other illegal dumping activities.
4. Construction Site Storm Water Runoff Control – The regulations require that erosion control by-laws be enacted to prevent sediment-laden runoff from construction sites from entering the Town’s storm drain system. The Town currently does this through the Conservation Commission.
5. Post-Construction Runoff Control – The regulations require that a program be developed to reduce the amount of pollution associated with development projects. This includes the use of best management practices (BMPs) such as detention basins, retention basins, water quality treatment devices and infiltration systems. It also requires that these BMPs be maintained appropriately to ensure their effectiveness.
6. Pollution Prevention /Good Housekeeping for Municipal Operations – An Operation and Maintenance plan must be developed for municipal operations. Things to be considered as



part of this plan are street sweeping, catch basin cleaning, drain line and ditch maintenance, detention basin maintenance, household hazardous waste collections, used oil collection, etc.

The Town has developed a detailed Storm Water Pollution Prevention Plan that creates a road map for attaining compliance with the regulations. Through the development of this plan, we have learned that the Town currently conducts many of the activities required by the regulations. We have also learned that a number of new programs will need to be developed and that these programs will cost money.

The Water, Sewer and Storm Water Management Advisory Committee has been assigned the task of overseeing the implementation of the Storm Water Program. The first priority of this Committee, as set by the Board of Selectmen, is to evaluate and recommend a funding source for this program. The primary funding alternatives being evaluated are the continued use of the General Fund for all costs associated with the program or creating a Storm Water Enterprise fund.

Over the next year or two, Town Meeting will likely be revisiting a number of these issues. The establishment of new by-laws and new funding sources will be subject to Town Meeting review and approval. And one of the commitments made in the Storm Water Pollution Prevention Plan is to make an annual report to Town Meeting on the status of the program.

As I am sure you can see, this program presents a number of challenges for the Town of Reading. The initial challenge involves developing a program to come into compliance with the regulations within the existing framework of the Town. The development of new policies and programs will put a strain on already limited budgets and the physical aspects of operation and maintenance will put additional strain on the workforce and equipment. Developing a financing plan for this program may prove to be the biggest challenge of them all.

However, if the Town chooses not only to comply with the minimum standards but to embrace the program, a number of opportunities will also be presented. Given the known vulnerabilities of our water supply system and resources such as the Ipswich River, the Town may look to this program as a vehicle to better protect and enhance those resources. Education programs in the schools can help children become better environmental stewards later in life. Upgrades to our drainage system can improve water quality, reduce the instances of flooding and help protect our water supply. To realize these opportunities, a serious dedication needs to be made to the program.

I look forward to working with Town Meeting in the future to keep this program on track.

**ARTICLE 2 - Victoria V. Yablonsky, Chairman of the Library Board of Trustees gave the following report:**

The Reading Public Library celebrated the 20<sup>th</sup> anniversary of the move to its present location with an overwhelming show of support from the community. More than 2000 people lined the streets of Reading on March 13 to help break the Guinness Book of World Records record for

the longest human conveyor belt. This community spirit is one of the reasons that the Reading Public Library excels in so many areas.

Numbers tell the story. Statistics for the past year show that the number of people who visited the Library could have filled Gillette Stadium more than three times. These visits exceeded the statewide average for library visits, the Northeast Massachusetts regional average, and the average of towns across the state with populations between 15,000 and 25,000 people.

The per capita circulation of library materials from the Reading Public Library also exceeded the statewide, northeast, and population group averages. Nearly three times the number of items owned by the Library circulated last year, representing an increase of 3.2% over the previous year. These high circulation figures reflect the fact that the number of people holding active Reading Public Library cards could fill the Fleet Center to capacity- AND require a long waiting line. But at least they'd have something to read while in line.

Reference questions kept the information services staff busy. RPL librarians received and answered three times the number of questions as the statewide and northeast regional library averages. Our staff members also offered more programs for adults, teens, and children than their statewide and regional counterparts. In fact, the number of children who attended programs at the library could have filled Boston's Symphony Hall more than 7 times.

These programs occur throughout the year. Here are some of the highlights:

- ◆ The Children's Summer Reading Program, Rainforest Reading, inspired over 1200 children to read for a record of 20,249 hours. Participation in the program increased 6% over the previous year, and the amount of reading increased 17%. And, for more than 20 years in a row, the Massachusetts Library Association honored the Reading Public Library, this time with a first place award, for the "Best Summer Reading Program in the State." That trophy was one of four first place nods received from the Massachusetts Library Association last year.
- ◆ This was the second year of a Library Services and Technology Act grant to promote early childhood literacy. This grant helped the Children's Services Department to develop the SmartStart literacy program and double the services and programs available to people with children under 3 years of age.
- ◆ But it's not only the younger children who are reading. More than 200 teens joined the Readers of the Rings Young Adult Summer Reading Program. And our 65 Volunteens worked for nearly 900 hundred hours (885 hours) helping us manage the summer reading crowds.
- ◆ The fourth annual Vehicle Day drew more than 800 people of all ages to the library last summer. Many thanks go to the town departments and residents who helped to make this and many other library events possible.
- ◆ A smaller, but very special, event was held on June 20 and ended on June 21. Like the bookstores, we opened our doors just before midnight to allow some thirty-two very excited

(some costumed) patrons to be the first to check out the new Harry Potter title at the earliest possible moment.

Many thanks go to all of the library staff members who run these successful programs and events. RPL staff members are leaders in their field. For example:

- ◆ Head of Children's Services Corinne Fisher was elected chair of the New England Roundtable of Children's Librarians. She also served as a mentor at YSLead, the Massachusetts Youth Services Leadership Training Conference held last summer.
- ◆ Children's Services Librarian Rachel Baumgartner and librarian Lorraine Barry were selected to be participants in the YSLead Training Conference.
- ◆ Esme Green, Head of Information Services, was one of only 5 librarians from Massachusetts selected to attend the New England Library Leadership Symposium held in Rhode Island last summer.
- ◆ Allison DaSilva was just nominated to be the Massachusetts Library Association's first annual Outstanding Paraprofessional Advocate of the Year award.
- ◆ Kimberly Lynn was one of 5 library directors asked to speak at the New England Library Association conference last fall. She was also elected to a second term on the executive board of the North Of Boston Library Exchange.

The library staff is in excellent company. The Friends of the Reading Public Library and the Reading Public Library Foundation continue to work exceedingly hard on fundraising to help support and enhance the library and its programs. The annual spring House Tour, one of the Friends' most successful yearly events, is coming up on May 16th. Special thanks are due to both of these groups, as well as to the other local groups and organizations, and individual community members, who contribute in many ways to support the library. In other words, thank you for everything from media shelving to magazines to museum passes to toilet seats! Yes, even a new toilet seat was donated this year!

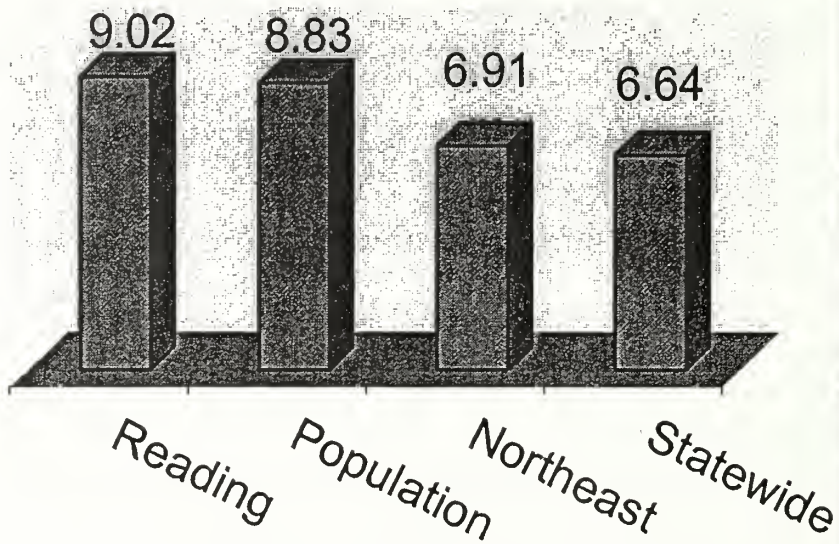
We are also extremely grateful to the town for the successful Proposition 2 ½ override vote for FY04. This allowed the library to maintain the hours and level of service provided during the previous year. BUT, perhaps, like me, you've gone to the library on a Wednesday night or a Thursday morning to pick up a book or use the copy machine, and been surprised to find it was closed. Though it's open 56 hours a week, that's a 16.4% reduction in hours from the all time high of 67 hours open 4 years ago. There are no Sunday hours at all and no Saturday hours in the summer.

Finally, the library is just beginning to work on its 2006-2010 Strategic Plan. A current plan is the best way to ensure that the Reading Public Library continues to be a quality library responsive to the needs of the community. Please let us know if you are interested in charting the course and growth of library services for the benefit of the community. This is one investment that will bring tremendous returns.

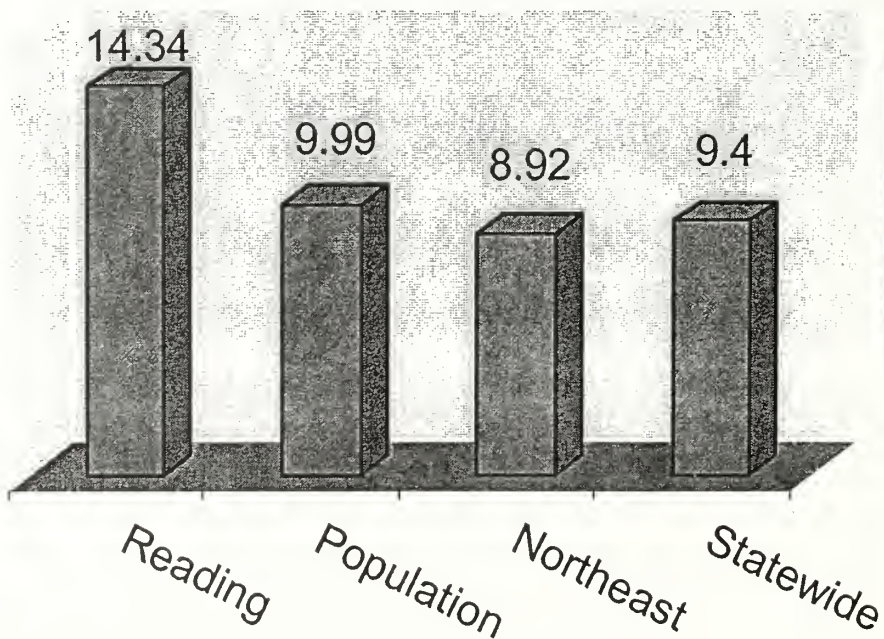
Thank you.

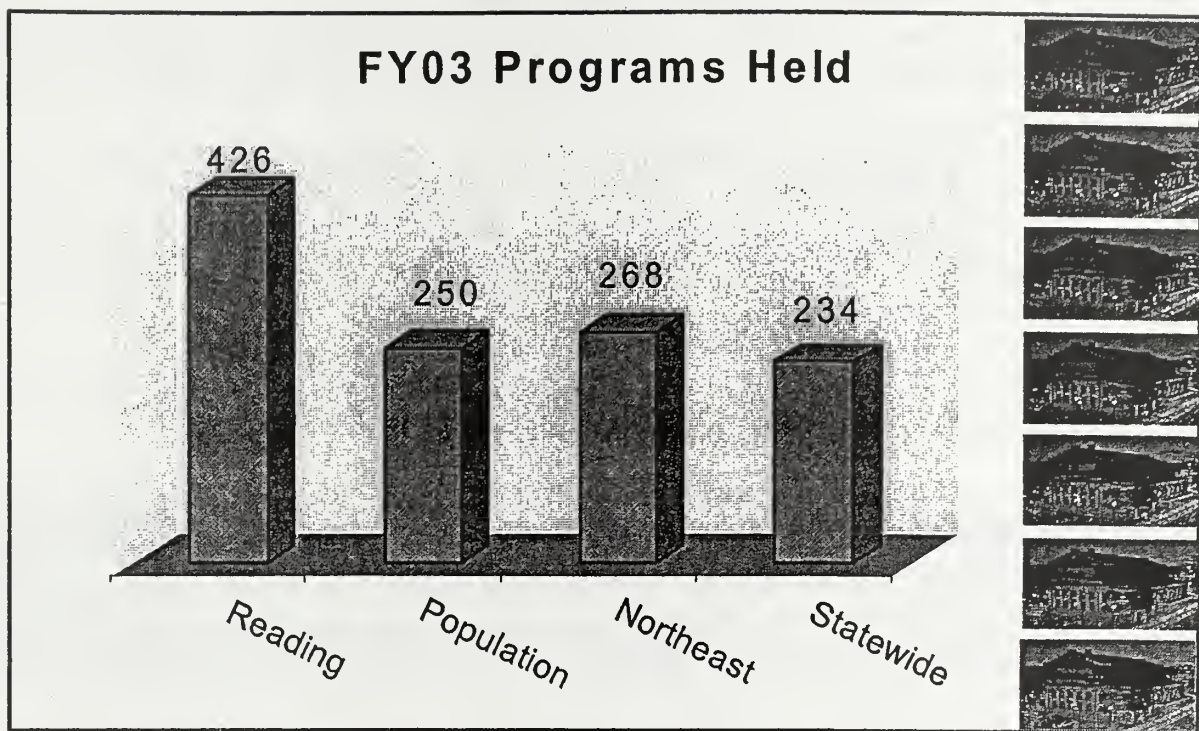


## FY03 Annual Attendance Per Capita



## FY03 Direct Circulation Per Capita





**ARTICLE 2** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to table the subject matter of Article 2.

**ARTICLE 3** - On motion by William C. Brown, Precinct 8, it was moved that a Committee be established to plan a proper rededication of Reading Memorial High School to be held June 9, 2007.

Said committee shall be made up of the following, a member of the Board of Selectmen or designee, a member of the School Committee or designee, a member of American Legion Post 62, Disabled American Veterans Chapter 37, Veterans of Foreign Wars 685, a member of RMHS class of 2007 and three citizens to be named by the moderator.

On motion by John D. Wood, Precinct 2, it was moved to indefinitely postpone this instructional motion.

Motion to indefinitely postpone carried.

**ARTICLE 3** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to table the subject matter of Article 3.

**ARTICLE 4** – On motion by Joseph G. Duffy, member of the Board of Selectmen, it was moved to table the subject matter of Article 4.



**ARTICLE 5** – On motion by Joseph G. Duffy, member of the Board of Selectmen, it was voted to authorize the Board of Selectmen to sell, or exchange, or dispose of, upon such terms and conditions as they may determine, the following items of Town tangible property:

- 1 1991 ELGIN PELICAN SWEEPER
- 1 1984 BADGER CHIPPER
- 1 1988 FORD CROWN VIC CAR (Fire)
- 1 1990 FORD CROWN VICTORIA CAR (Highway)
- 1 1995 FORD CROWN VICTORIA CAR (Police Cruiser)
- 1 1998 FORD CROWN VICTORIA CAR (Police Cruiser)

**ARTICLE 6** – On motion by Gail F. Wood, member of the Board of Selectmen, it was voted that the subject matter of Article 6 be indefinitely postponed.

**ARTICLE 7** – On motion by Catherine Martin, member of the Finance Committee, it was voted to amend the following votes taken under Article 13 of the Warrant of the Annual Town Meeting of April 28, 2003, as amended by Article 5 of the Subsequent Town Meeting of November 10, 2003, relating to the Fiscal Year 2004 municipal budget, and that the Town will transfer from available funds and appropriate the following sums for the operation of the Town and its government:

Line	Acc't	Description	(+)	(-)	Comment
B7	511	Health Expenses	\$1,700		Vectorex for West Nile Virus Deterrent
B17	041	Law – Labor Counsel		\$2,000	
C3	022	Finance Reserve Fund		\$25,000	Leaves balance of over \$60,000
C7	045	Finance – Technology Expenses	\$22,500		Telephones
C7	045	Finance Technology	\$9,000		Server/Software
C9	042	Finance – HR Expenses	\$5,000		Advertising
C12	035	Finance Salaries		\$9,000	
F1	111	Police Salaries	\$6,000		Training
F1	111	Police Salaries	\$10,171		Frugal Fannies bankruptcy owed for Police details
F2	111	Police Expenses		\$6,000	Training
F6	121	Fire Expenses	\$16,000		Grant match for air packs
F6	121	Fire Expenses	\$8,900		Fuel, Clothing
G3	302	DPW – Engineering Salaries		\$22,246	
G4	302	DPW – Engineering Expenses	\$1,000		Contract Services
G6	303	DPW – Highway Expenses	\$88,000		Road Repair/ Equip. Maintenance
G7	313	DPW – Parks & Forestry Salaries		\$30,965	



Line	Acc't	Description	(+)	(-)	Comment
G10	319	DPW- Recreation Expenses	\$23,280		School Facility Rental/Custodial
G13	325	DPW – Street Lighting		\$25,000	Energy Savings
G14	312	DPW – Rubbish Collection	\$13,500		Collection Expense
G15	321	DPW – Snow & Ice Control	\$116,000		Snow through 3-15-04
H3	206	Building Maintenance Salaries	\$15,000		O.T. for Town buildings
H4	206	Building Maintenance Expenses	\$20,000		Energy costs
J		Minuteman Vocational School	\$17,775		Tuition for School Choice
L7	131	Police and Fire Indemnification	\$40,000		
		<b>TOTAL</b>	<b>\$413,826</b>	<b>\$120,211</b>	<b>\$293,615 from Free Cash</b>
M2	400	DPW – Water Expenses	\$5,000		Contr. Services - Main \$5,000 from Water Reserves
M2	405	DPW – Water Expenses	\$40,000		Contr. Services - Equip. \$40,000 from Water Reserves
M2	405	DPW – Water Capital	\$11,244		Ammonia System \$11,244 from Water Reserves
		<b>TOTAL</b>	<b>\$56,244</b>		<b>\$56,211 from Water Reserves</b>

**ARTICLE 8** – On motion by Camille W. Anthony, member of the Board of Selectmen, it was moved to approve the FY 2005 – FY 2014 Capital Improvements Program dated April 26, 2004, as provided for in Section 7-7 of the Reading Home Rule Charter.

On motion by Mary Ellen O'Neill, Precinct 6, it was moved to postpone Article 8 until April 29.

Motion to postpone carried.

**ARTICLE 9A** – On motion by Richard W. Schubert, member of the Board of Selectmen, it was voted to establish a revolving fund under Chapter 44, Section 53E½ of the General Laws for the purpose of using the receipts generated through the sale of compost bins to purchase additional compost bins, and authorize expenditures administered by the Department of Public Works, not to exceed \$3,000 during Fiscal Year 2005 which may be made from such fund.

**ARTICLE 9B** – On motion by Richard W. Schubert, member of the Board of Selectmen, it was voted to establish a revolving fund under Chapter 44, Section 53E½ of the General Laws for the purpose of administering the consultant fee provision of Reading General Bylaws, Section 5.7, Wetlands Protection, and authorize expenditures administered by the Conservation Administrator, not to exceed \$25,000 during Fiscal Year 2005 which may be made from such fund.

**ARTICLE 9C** – On motion by Richard W. Schubert, member of the Board of Selectmen, it was voted to establish a revolving fund under Chapter 44, Section 53E½ of the General Laws for the purpose of using all or part of the receipts generated from the issuance of Building, Plumbing or Gas, and Wiring permits for the Walkers Brook Crossing Development to pay the costs of oversight and inspection of the development on that site, and authorize expenditures administered by the Town Manager, not to exceed \$90,000 during Fiscal Year 2005 which may be made from such fund.

**ARTICLE 10** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was voted that the subject matter of Article 10 be indefinitely postponed.

**ARTICLE 11** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was Voted to amend the General Bylaws of the Town of Reading by approving the regulation of the keeping, storing, using, manufacturing, selling, handling, and disposing of crude petroleum or any crude petroleum products within the Town of Reading; or take any action relative thereto.

*(note – cross out and underlined language is changed from the initial warrant article, and deletions/additions will be made in the final bylaw once approved)*

5.17      Storing and Handling of Crude Petroleum or any Crude Petroleum Products

5.17.1    Authority

The Town of Reading adopts this Bylaw under its home rule powers; its constitutional police powers to protect the public health, safety, and welfare; and under Section 21 of Chapter 40 of the General Laws, which provides that a town may make bylaws that are conducive to its welfare. In addition, Section 9 of Chapter 148 of the General Laws authorizes the Town to adopt and enforce a bylaw for the keeping, storing, using, manufacturing, selling, handling, or disposing of crude petroleum or any of its products, not inconsistent with the rules of the Massachusetts Board of Fire Prevention published at 527 Code of Mass. Regulations.

5.17.2    Findings and Purpose

Environmental contamination can bankrupt site owners, lower or destroy land values, drive out residents and industry, depress the local economy, and endanger public health.

Most petroleum products do not readily decompose into harmless components but remain in dangerous forms and penetrate into and throughout the environment by moving through water, soil, and fissures in the bedrock.

The groundwater of the Town is the sole source of its existing drinking water supply. The Town obtains its public water supply from nine wells located in a sand/gravel aquifer within the Ipswich River Basin. These Town wells are shallow, ranging from 30 to 70 feet in depth. Eight of the wells are located in the One Hundred-Acre Meadow.

Releases of crude petroleum or any of its products onto the ground and surface waters have adversely affected and repeatedly threaten the quality of the groundwater supplies and related surface water resources, posing substantial public health and safety hazards.

Unless stricter preventive measures are adopted to manage the storage, use, and generation of crude petroleum and its products and prohibit the release of these substances within the Town, further releases of such materials will predictably occur, and with greater frequency and degree of hazard by reason of increasing construction, commercial and industrial development, population, and vehicular traffic in the Town and surrounding areas. In addition, the cleanup of releases requires expeditious measures to avoid widespread environmental damage to the resources of the Town of Reading.

### 5.17.3 Definitions

For the purposes of this Bylaw, the following words and phrases shall have the meanings given:

5.17.3.1 Crude petroleum or any of its products: This term shall mean one or more of the following:

- a. Crude oil or any fraction thereof, which is liquid at standard conditions of temperature and pressure (60°F and 14.7 lbs. per square inch absolute); and
- b. All liquid hydrocarbon products including, but not limited to, gasoline of any grade, motor fuels, kerosene, home heating oils, diesel fuels.

5.17.3.2 Handle: To use, to deal with, to act on, to sell, to manufacture, or to dispose of something.

5.17.3.3 Operator: The individual who has effective control of a business operation, an organization (for profit or non-profit), or local office of a governmental agency.

5.17.3.4 Owner: The individual who has legal ownership of a site. For the purpose of this Bylaw, the Board of Selectmen shall be entitled to rely on the most current list of owners in the records of the Reading Board of Assessors as providing sufficient evidence of ownership.

5.17.3.5 Release: The accidental or intentional spilling, leaking, pumping, discharging, pouring, emitting, emptying, or dumping of crude petroleum or any of its products upon or into any land, air, or waters of the Town of Reading. Release includes, without limitation, leakage of crude petroleum or any of its products from failed or discarded containers or storage systems; disposal of crude petroleum or any of its products into any sewage disposal system, dry well, catch basin, unapproved waste landfill; and any other discharge of crude petroleum or any of its products into the environment.

5.17.3.6 Site: Any real estate, personal property, facility, building, structure, installation, equipment, pipe, or pipeline including any pipe into a storm drain, sewer, or treatment works,



well, pit, pond, lagoon, impoundment, ditch, tank, landfill, storage container, or any other place or area to, from, or at which crude petroleum or any of its products have been stored, used, manufactured, sold, handled, disposed, or discharged.

5.17.3.7 Store: To keep or contain crude petroleum or any of its products in such a manner as not to constitute handling or otherwise use or disposal of such substances or materials. Notwithstanding the aforesaid, the term "store" shall not include the maintaining of crude petroleum or any of its products that are in transit.

5.17.3.8 Threat of Release: A substantial likelihood of a release that requires action to prevent or mitigate an imminent threat to the life, health, or safety of the public that may result from such release.

#### 5.17.4 Fire Department Permits under 527 Code of Mass. Regulations

The Reading Fire Department shall promulgate regulations for the issuance and renewal of permits authorized by Title 527 Code of Mass. Regulations, Section 9. Said regulations shall include, but not be limited to, a yearly issuance date for said permits and a reasonable fee therefore as provided under Section 10A of Chapter 148 of the General Laws. If any provision of said regulations conflict with State law, the State law shall control.

The Reading Fire Department may condition any permit and, according to law, may enter upon any site at any reasonable time to inspect for compliance of the permit conditions. Upon request of the Fire Department, the owner, an individual identified on a permit, or operator of any site shall furnish all information required to monitor compliance with the conditions of said permit and the regulations promulgated under this Bylaw.

#### 5.17.5 Local Permit: Administering Body, Promulgation of Regulations

5.17.5.1 Administration: The Board of Selectmen of the Town of Reading shall administer this Bylaw and the regulations promulgated under this Bylaw for said local permits.

#### 5.17.5.2 Regulation Promulgation:

The Board of Selectmen shall promulgate regulations to effect the purposes of this Bylaw in accordance with Section 4.11 of the Bylaws of the Town of Reading. Failure by the Board of Selectmen to promulgate such regulations or a legal declaration of their invalidity by a court of law shall not act to suspend or invalidate the effect of this Bylaw.

The regulations so adopted are intended to be in addition to and more restrictive than the provisions of 527 Code of Mass. Regs. and consistent with the provisions of relevant Federal and State law that concern the handling and storage of hazardous materials and the protection of public water supplies. If any provision of said regulations conflict with State law, the State law shall control.

The regulations shall specify the petroleum products and quantities thereof that shall be regulated by a local permit authorized under this Bylaw, as further described in Section 5.17.5 of this Bylaw, and the fees for the issuance, renewal, and amendment of such a local permit.

As part of its regulations, the Board of Selectmen shall require an owner and/or operator of a business, home occupation, or industry or the operator of an organization or governmental agency located in the Town of Reading that handles or stores crude petroleum or any of its products of a certain quantity or that is located in an area of Town that presents a high risk to groundwater or surface water should a release of any amount occur, as those criteria are defined by regulation, to register with the Board of Selectmen. Such registration shall include an inventory, the location of the site, the name of the owner and operator, and any other requirement deemed necessary by the Board of Selectmen in its regulations.

5.17.6      Local Permit: Issuance, Renewal and Amendment

5.17.6.1      Issuance of a Local Permit:

After reviewing the registration information mandated by its regulations, the Board of Selectmen may require an owner and/or operator of a business, home occupation, or industry or the operator of an organization or governmental agency located in the Town of Reading that handles or stores crude petroleum or any of its products of a certain quantity or that is located in an area of Town that presents a high risk to groundwater or surface water should a release of any amount occur, as those criteria are defined by regulation, to obtain a local permit from the Board of Selectmen.

Landowners subject to the licensing requirements of Section 13 of Chapter 148 of the General Laws and/or the occupant of said land licensed under Section 13 shall be required to obtain a local permit authorized under this Bylaw in addition to said license.

The Board of Selectmen shall only issue a local permit under this Bylaw after a public hearing, duly noticed by publication, seven days before the scheduled hearing, in a newspaper of general circulation in Reading and by mailing, certified mail return receipt, notice of the time and place of the hearing to all owners of property abutting said site within 300 feet as certified by the Assessor's Office in Reading and adjoining municipalities. The cost of such notice shall be borne by the applicant.

All applicants for a local permit under this Bylaw shall submit with the local permit application a contingency plan showing where and how all regulated crude petroleum or any of its products shall be handled and stored and the methods for containing any release. The Board of Selectmen shall only issue or renew a local permit under this Bylaw where the Board determines that the contingency plan provides adequate measures to prevent and control releases ~~to shall ensure that any release will be totally contained and not reach~~ any surface water or groundwater or flow into any onsite sewage disposal system, sewer system, catch basin, dry well, stormwater management structure, or drainage structure. The Board of Selectmen shall require the approval of the Reading Fire Department of any contingency plan and require the contingency plan to be posted at a location acceptable to the Reading Fire Department. The

Board of Selectmen by regulation may require certain precautions to be included in every contingency plan, including but not limited to proper and adequate maintenance of containment and emergency equipment and the identification of the person responsible for implementing the contingency plan and reporting any release.

The Board of Selectmen may issue a local permit under this Bylaw for no more than five years or for a shorter time where the Board of Selectmen decides that a shorter time is appropriate in the best interests of the Town. Any such local permit granted hereunder shall be subject to such conditions and restrictions as may be prescribed by the Board of Selectmen, which may include a condition that the local permit be exercised to such extent and within such period as may be fixed by the Board of Selectmen.

**5.17.6.2      Renewal of a Local Permit Authorized under this Bylaw:**

A local permit issued by the Board of Selectmen under the provisions of this Bylaw may be renewed for additional periods of five years or for an addition period of less than five years where the Board of Selectmen decide that such shorter time is appropriate in the best interests of the Town. Upon renewal, the Board of Selectmen may impose restrictions or conditions in addition to or in lieu of those imposed in the original local permit.

A local permit authorized under this Bylaw will expire if not renewed before the end of the initial time period. It shall be the responsibility of the owner and/or the operator to apply for such local permit renewal at least sixty (60) days in advance of the expiration date of the local permit.

The Board of Selectmen shall not renew any local permit authorized under this Bylaw without a site inspection by the Reading Fire Department or other qualified person as may be designated by the Board of Selectmen.

The Board of Selectmen may, but need not, conduct a public hearing upon the application for renewal and may issue at a public meeting such renewal local permit upon receipt of the application fee, a completed renewal application form designated by the Board of Selectmen, a complete inventory, a satisfactory contingency plan, and a favorable site inspection. The above stated renewal requirements are a minimum and the Board of Selectmen may require more extensive information in its regulations.

**5.17.6.3      Amendment of a Local Permit Authorized under this Bylaw:**

Any local permit issued under this Bylaw must be amended where the owner or operator wishes to change any parameter, without enlargement, upon which the local permit was issued. Expansion of the originally permitted activity requires an application for a new local permit.

The Board of Selectmen by regulation shall set the minimal information that must be submitted upon application for an amended local permit and, after a site inspection and public hearing duly noticed as provided in Section 5.17.5.1, the Board may amend such local permit.



5.17.6.4      Abandonment of Use under Local Permit:

The Board of Selectmen may, by regulation, determine the process that must be followed by the holder of the local permit where the site ceases to be used for the keeping, storing, using, manufacturing, selling, handling, or disposing of crude petroleum or any of its products.

Nothing in such regulations shall be interpreted to be a revocation of a license granted under Section 13 of Chapter 148 of the General Laws. In addition, State law shall control the abandonment of above ground or below ground storage tanks.

5.17.7      Enforcement of Local Permit Authorized under this Bylaw

5.17.7.1      Prohibitions:

Releasing any crude petroleum or any of its products upon the ground; into any surface or groundwater; or into any sewage disposal system, sewer system, catch basin, dry well, stormwater management structure, or drainage structure within the Town of Reading is prohibited.

Maintaining a site that constitutes a threat of release of crude petroleum or any of its products is prohibited.

Owning or operating a business, home occupation, or industry or operating an organization or governmental agency that handles or stores crude petroleum or any of its products without registering it or obtaining the applicable local permits as shall be specified in this Bylaw or the regulations promulgated thereunder is prohibited.

5.17.7.2      Enforcement:

The Board of Selectmen and the Reading Fire Department shall enforce the provisions of this Bylaw. A member of the Board of Selectmen, the Reading Fire Department, or their designee, may enter, according to law, upon any site at any reasonable time to inspect for compliance and threat of release.

Upon request of the Fire Department, the owner, an individual identified on a local permit, or operator of any site shall furnish all information required to monitor compliance with this Bylaw, the regulations promulgated hereunder, and the conditions of said local permit. Nothing herein shall preclude the Reading Fire Department from pressure-testing requiring testing for tightness of underground storage facilities in accordance with 257 CMR 9, for ~~underground tanks~~ or testing of samples of soil, wastewater, groundwater, or other material from the site. All expenses associated with the required collecting and testing shall be borne by the owner or operator.

All records pertaining to storage, removal, and disposal of crude petroleum or any of its products shall be retained for no less than five years by the owner or operator and such records shall be made available for review by the Board of Selectmen upon request.

#### 5.17.7.3 Violation Notices and Orders:

The Board of Selectmen and the Reading Fire Department are authorized to issue notices of violation, cease and desist orders, and other enforcement orders to compel compliance with this Bylaw, the regulations promulgated thereunder, and the conditions of any local permit issued by the Board of Selectmen as the Board of Selectmen or the Fire Department deems necessary and appropriate.

The Board of Selectmen or the Reading Fire Department shall give written notice of any violation to the operator and owner of the site. Such written notice shall specify the nature of the violation; any corrective measures that must be undertaken, including containment and cleanup of discharged materials and sampling and analysis before, during, and after cleanup; any preventive measure required for avoiding future violations, including long-term monitoring; and a time for compliance.

Any requirements specified in a violation notice or an order shall be reasonable in relation to the public health hazard involved and the difficulty of compliance, but shall not be less than required under Federal or State law.

The cost of containment and cleanup shall be borne by the owner and/or operator of the site. Any charges that the Town incurs in any cleanup process shall be borne by the owner and/or operator of the site and shall be collectable as a charge owed the Town in accordance with Section 58 of Chapter 40 of the General Laws.

#### 5.17.7.4 Penalties:

The Board of Selectmen may suspend, modify, or revoke a local permit issued under this Bylaw for due cause, which shall include but not be limited to failure to comply with any section of this Bylaw, failure to perform the conditions set forth in the approved contingency plan, or violation of any condition of the local permit.

Any person who violates any section of this Bylaw shall be fined as provided in Section 1.5 of the Bylaws of the Town of Reading. Each day that an individual fails to comply with an order of the Fire Department under this Bylaw shall constitute a separate violation.

In addition to any other means of enforcement, the provisions of this Bylaw may be enforced by the non-criminal disposition procedure in accordance with the provisions of Section 5.11 of these Bylaws and of Section 21D of Chapter 40 of the General Laws. For the purposes of such non-criminal disposition, the term "enforcing person" shall mean any member of the Reading Fire Department. Further, the enforcing person may enter onto any property and in any building thereon for the purpose of inspecting or investigating any violation of this Bylaw or enforcing the same, except no dwelling unit shall be entered without the consent of the resident or other person authorized by law to give such consent, or in accordance with the constitution and laws of the United States and the Commonwealth.

Thank you for the opportunity to speak. My name is Mary Williams and I own the Mobil at 178 Main Street. I have lived in Reading for almost 20 years. Many of you may remember me from my School Committee days or from some of the other committees that I have served on in town.

While I cannot minimize the concerns that the town has regarding the proper handling of petroleum products, I must speak to a variety of issues that concern me with the wording of this particular bylaw. On the surface this law, as written, might look like a great idea – just what Reading needs -- but all of you need to look behind the curtain.

I don't think there is any business in this town that has more layers of regulation, licenses, permits or fees than the gas station business. And now you are about to vote on another layer, which will give the Board of Selectman an enormous amount of power over the ability for me and others to do business in this town.

Hopefully, you have had an opportunity to read the article and notice the little nuances contained in it.

PERMITTING FEES. As a small station owner I must follow state and federal regulations governing fuel. I must file and pay for at least 8 different permits. In the instance of tobacco and fuel, the requirement is doubled as I must pay both the State of Massachusetts as well as the town of Reading for the ability to sell tobacco and fuel.

This bylaw specifically speaks to two different permits – one for the Fire Department currently in force where they derive their authority from the state -- and the other the new one that the Board of Selectman are asking for authority to regulate the fuel business.

Section 5.17.4 of the bylaw before you, speaks to the current Fire Dept permit which specifically states that the permit fee “MUST BE REASONABLE”. No where in this document is there any mention that the cost of the Board of Selectman's permit should also be reasonable. In addition to the permit (as we know permits are never free) 5.17.6.2 also speaks to the application fee when seeking a permit renewal.

There are at least four references to what I call “the blank check” requirement meaning that the Board of Selectman and/or the Fire Department after the fact can add “any other requirement” 5.17.5.2 “conditions and restrictions as prescribed” 5.17.6.2 and “more extensive info:

Basically skies the limit in any request that can be made and no where in this document does it say that there has to be a reason or just cause for their requests. Basically the Selectman can add any new and/or revised requirements to an approved permit under the constant threat of NON RENEWAL.

It is conceivable that I could be in full compliance of not only all the State and Federal Regulations as well as Reading's and still be denied a permit renewal based on the blank checks listed in this document.



Under Section 5.17.7.2 – ENFORCEMENT any member of the Board of Selectman can come on my property and into my building and inspect for compliance or threat of release. Now I have nothing against the current or past members but #1 Board members change as do their personalities and #2 as smart as our current Board is which one do you suppose has the expertise in this field to knowledgeably inspect my business operation?

In this same section the Fire Department can require testing – those listed in the section are extremely expensive and in some cases as not instantly available if deemed necessary. What if these requested tests have already been completed? Should the Fire Department be able to request the second opinion – again without – any required show of cause?

Having said all that, the most ONEROUS part of this bylaw is the potential ANNUAL public hearing that gives abutters as well as the general public the opportunity to voice concerns that could shutter my business.

How many times have we heard the story about the old pig farm in the country that suddenly finds itself surrounded by new and expensive houses with homeowners that don't like what happens when the wind blows? Section 5.17.6.1 creates this situation in Reading.

Not one business in this town that I know of is subjected every year to the potential of going out of business.

Let me put it differently. The investment in my business is comparable to any one of your homes.

Would you have purchased a home in Reading if you knew that (1) Gail Woods could come in to your home any time she wanted to inspect it and determine that you need a new heating system or move out?

Would you have signed your P&S knowing that every year your neighbors could discuss in public whether you are a deserving neighbor who can remain in the neighborhood – or not.

Would you have moved into Reading knowing that at any time the Selectman or Fire Department could force you to test your oil tank, gas lines, electric panel and then have you do it again and again?

And finally, if you moved in to this town with none of these RESTRICTIONS or regulations and suddenly the town decided to mandate them would you quietly accept it or would you – as I am tonight – ask that this bylaw go back to the drawing board and be reworked?

I hope you understand that this is a precedent setting law folks. I respectfully request that you think long and hard before authorizing this move.

On motion by James B. Francis, Precinct 6, it was moved to amend Article 11 by adding "but not less than 3 years" after second five years in paragraph 5.17.6.2.

Motion to amend did not carry.

On motion by James A. Keigley, Precinct 6, it was moved to amend Article 11 by:

- In 1<sup>st</sup> paragraph, Section 5.17.4 - delete "yearly", after the phrase "issuance date", add "for 5 years periods".
- Last paragraph, Section 5.17.6.1 - delete "no more than 5 years or for a shorter time," and replacing it with "5 years"
- 1<sup>st</sup> paragraph, Section 5.17.6.2 - delete "or for an addition period of less than 5 years".

Motion to amend did not carry.

On motion by Michael F. Slezak, Precinct 6, it was voted to move the question.

2/3 vote required  
120 voted in the affirmative  
9 voted in the negative

Counted Vote  
79 voted in the affirmative  
57 voted in the negative

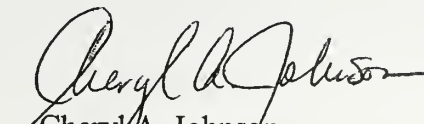
Original motion carried.

On motion by George V. Hines, Chairman of the Board of Selectmen, it was voted to adjourn that this Annual Town Meeting stand adjourned to meet at 7:30 p.m. at the Reading Memorial High School, on Thursday, April 29, 2004.

Meeting adjourned at 11:05 p.m.

164 Town Meeting Members were present.

A true copy. Attest:

  
Cheryl A. Johnson  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

April 29, 2004

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:38 p.m., there being a quorum present.

The Invocation was given by Anthony L. Rickley, followed by the Pledge of Allegiance to the Flag.

Before we begin, the Moderator would like to give a brief explanation as to the purposes and mechanics of a "Move for Reconsideration," since that is what we will be starting with tonight, and I have had several members ask questions about it over the weekend.

Generally, once we have disposed of a motion, either for or against, that is the end of the issue, for the remainder of the meeting. There is an exception, however. When a "Motion for Reconsideration" is made, the original motion, although already voted on, may possibly come back before Town Meeting.

There are several rules and restrictions involved, however. First, the motion to reconsider can only be made by a person who "voted on the prevailing side" the first time around. In other words, if a motion was voted through successfully, only a person who voted in favor of it can move for reconsideration. Conversely, if a motion failed, only a person who voted against it can move for reconsideration. The logic behind this is that reconsideration is to be used for "second thoughts, not second chances." In other words, if a person who was originally happy with the outcome now feels that further discussion is warranted, he or she can "move for reconsideration."

There are further restrictions. The motion for reconsideration can only be made in two ways. First, it must be made at the session the original vote was taken, but the vote on reconsideration itself cannot be brought up until the next session. There is another way. If no one makes the reconsideration motion that evening, a member must file with the Town Clerk, his or her intention to do so, within 24 hours of the vote. It would then come up at the next meeting. The purpose behind the delay is to give members, and non-members alike some sort of notification that an issue already dealt with, might come back for a re-vote. If reconsideration is not moved in either of these ways, the issue cannot come up again during the meeting.

On Wednesday afternoon, a motion for reconsideration was made by a member who had voted on the prevailing side – or in this case – a vote against the motion under Article 11. If the motion had not been made, we would not be allowed to bring back the business of Article 11. Because the motion for reconsideration was made, Article 11 might possibly come back to this body for a second vote.

This is the way we will proceed. We will first discuss the merits of reconsideration only. We have already discussed for more than 2 hours, the merits of Article 11, and until such time as it is back before this body, we will stick to the issue of whether or not we should reconsider. If the motion to reconsider should fail, that is the end of the issue and we will continue where we left



off. If reconsideration should carry – it needs a 2/3 vote, by the way – we will then bring the original motion under Article 11 back before Town Meeting, and all debates on the issue will be allowed.

**ARTICLE 11** - On motion by Stephen Crook, Precinct 3, it was moved to reconsider Article 11.

**ARTICLE 11** - On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to table reconsideration motion.

**ARTICLE 8** – On motion by Camille W. Anthony, member of the Board of Selectmen, it was moved to remove Article 8 from the table.

**ARTICLE 8** – On motion by Camille W. Anthony, member of the Board of Selectmen, it was voted as amended to approve the FY 2005 – FY 2014 Capital Improvements Program dated April 26, 2004, as provided for in Section 7-7 of the Reading Home Rule Charter.

**ARTICLE 8** - Catherine L. Martin, Precinct 3, moved to amend Article 8 by including \$20,000 for Hunt Park playground for FY 05 (under PW-P-004).

Motion carried.

**ARTICLE 19** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to take Article 19 out of order.

On motion by James B. Francis, Precinct 6, it was moved that the Town raise by borrowing, or from the tax levy, or transfer from available funds, and appropriate the sum of

\$68,085,056

for the operation of the Town and its Government for Fiscal Year 2005 beginning July 1, 2004.

**ARTICLE 19 A** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented in Line Items A1 and A2 (Accounting Department):

\$ 117,608

to be provided as follows:

Lines A1 and A2 – from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 B** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented in Line Items B26 and B27 (Community Services Department):

\$1,444,202

to be provided as follows:

Lines B26 and B27 – from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 C** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented in Line Items C12 and C13 (Finance Department):

\$ 939,633

to be provided as follows:

Lines C12 and C13 – from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 D** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented in Line Items D1 and D2 (Library Department):

\$ 905,074

to be provided as follows:

Lines D1 and D2 – from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 D** - On motion by Ronald M. Daddario, Precinct 6, it was moved to increase D1 by \$10,000 for Sunday Library hours.

Motion to amend did not carry.

**ARTICLE 19 E** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented in Line Items E9 and E10 (Public Safety Department):

\$ 6,559,149

to be provided as follows:

Lines E9 and E10 – from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 F** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented for Line Items F11 and F12, and F 13, F14, F15, F16, and F 17 (Public Works Department):

\$ 3,869,514

to be provided as follows:

\$107,256 of Line F7 from the Reading Ice Arena Authority,  
\$47,737 of Line F17 from Cemetery Sale of Lots, with the remainder of Line Items F11 and F12,  
and F 13, F14, F15, F16, and F 17 from property taxes, State aid and non-property tax local  
receipts

**ARTICLE 19 G** - On motion by James B. Francis, Precinct 6, it was voted to approve and  
appropriate the proposed FY 2005 Budget as presented for Line Items G1 through G4 (Building  
Maintenance):

\$3,445,066

to be provided as follows:

Lines G1 through G4 - from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 H** - On motion by Harvey J. Dahl, Precinct 7, it was voted to approve and  
appropriate the proposed FY 2005 Budget as presented for Line Item H (School Department):

\$ 27,921,916

to be provided as follows:

Line H – from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 H** - On motion by Douglas R. Cowell, Precinct 7, it was moved to reduce Line  
item H by \$85,000.

Motion to amend does not carry.

**ARTICLE 19 H** - On motion by Michael F. Slezak, Precinct 6, it was voted to move the question  
on the amendment of Item 19H.

2/3 vote required  
113 voted in the affirmative  
16 voted in the negative

**ARTICLE 19 I** - On motion by Harvey J. Dahl, Precinct 7, it was voted to approve and  
appropriate the proposed FY 2005 Budget as presented for Line Item I (Vocational Schools):

\$ 214,650

to be provided as follows:

Line I – from property taxes, State aid and non-property tax local receipts



**ARTICLE 19 J** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented for Line Items J1 through J11 (Debt Service and Capital):

\$ 7,547,640

to be provided as follows:

\$ 300,000 of Line J1 from Sale of Real Estate, with the remainder of Lines J1 through J11 - from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 K** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented for Line Item K8 (Employee Benefits):

\$ 8,044,049

to be provided as follows:

\$ 350,000 of Line K1 from Free Cash

\$94,674 of Line K8 from Overlay Surplus, and the remainder of Lines K1 through K8 from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 L** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented for Line Item L1 (Stabilization Fund):

\$100,000

to be provided as follows:

Lines L1 - \$100,000 from Free Cash

**ARTICLE 19 M** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented for Line Items M1 through M4 (Water Fund):

\$2,909,732

to be provided as follows:

Lines M1 through M4 - from property taxes, State aid and non-property tax local receipts

**ARTICLE 19 N** - On motion by James B. Francis, Precinct 6, it was voted to approve and appropriate the proposed FY 2005 Budget as presented for Line Items N1 through N4 (Sewer Fund):

\$4,066,823

to be provided as follows:

Lines N1 through N4 – from property taxes, State aid and non-property tax local receipts

**ARTICLE 19** - On motion by Peter G. Coumounduros, Precinct 2, it was moved to reconsider Item J (to increase it by \$20,000 for playground).

**ARTICLE 19** - On motion by Peter G. Coumounduros, Precinct 2, it was moved to withdraw reconsideration of Article 19J.

**ARTICLE 19** - On motion by James B. Francis, Precinct 6, it was voted to appropriate for the FY 2005 Budget, exclusive of State and county assessments:

\$68,085,056

Representing the total of all previously made motions under Article 19 as amended

Funds are to be provided as set forth in said previously made motions.

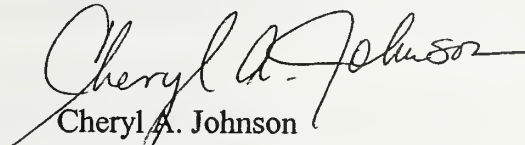
2/3 vote required  
119 voted in the affirmative  
1 voted in the negative

On motion by Richard W. Schubert, Vice Chairman of the Board of Selectmen, it was voted that this Annual Town Meeting stand adjourned to meet at 7:30 p.m. at the Reading Memorial High School, on Monday, May 3, 2004.

Meeting adjourned at 11:18 p.m.

155 Town Meeting Members were present.

A true copy. Attest:

  
Cheryl A. Johnson  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

May 3, 2004

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:38 p.m., there being a quorum present.

The Invocation was given by The Reverend Steven Notis of Old South United Methodist Church, followed by the Pledge of Allegiance to the Flag.

**ARTICLE 2** - RMLD report was given by Vinnie Cameron, Reading Municipal Light Department's General Manager.

### RMLD's 2003 Performance

Retail sales of 696,040,013 kWh were up 2% over 2002 sales of 681,918,393.

The RMLD's annual peak demand of 153.6 MW occurred on June 27 at 3:00 p.m. It was 2.65% lower than the 2002 peak of 157.8 MW.

The RMLD performed the first phase of a Class Cost of Service Study, which resulted in restructured electric rates in June.

The electric rates were levelized (removed seasonality).

The rates were decreased by approximately 8.6%.

The Purchased Power Adjustment credited \$3.6 million to the ratepayers.

The second Phase of the Class Cost of Service Study will be completed in 2004.

The RMLD returned \$3 million to the ratepayers in November.

The RMLD successfully installed a new Customer Information, Billing, and Financial Management System (CIBFMS).

The accounting, payroll, billing and inventory systems are interconnected

All systems are up and running as of March, 2004.

The RMLD's reliability index remains very high at above 99.99%.

The RMLD returned \$1,826,062 to the Town of Reading.

The RMLD's Operating Budget for 2004 is \$64,808,978, which is 3% lower than the actual for 2003 of \$66,769,572.

**ARTICLE 11** – On motion by Stephen L. Crook, Precinct 3, it was moved to take Article 11 from the table.

**ARTICLE 11** – On April 27, 2004 on motion by Stephen L. Crook, Precinct 3, it was moved to reconsider the subject matter of Article 11.

James B. Francis, Precinct 6, moves the question.

2/3 vote required

58 voted in the affirmative

83 voted in the negative

Motion does not carry and debate continues.



## **PRESENTATION – ARTICLE 11**

### **Current Regulation:**

- **LICENSE** – granted by Selectmen – permanent
- **PERMIT** – under state law, granted by Fire Dept. for “up to 5 years”

### **Problem:**

- Concern about environmental issues and especially groundwater are not able to be addressed locally
- Very little local control and information sharing with local authorities

### **Proposal:**

- Affects all who “keep, store, use, manufacture, sell, handle, or dispose of crude petroleum products..”
- **LICENSE** – continues to be issued by Selectmen as a “permanent” license
- **PERMIT** – Fire Department continues to issue permits – but for not more than one year at a time, and with conditions
- **REGISTRATION** – requires all who fit the definition to register with the Selectmen. The Selectmen will then develop and adopt regulations for who needs to be licensed.
- **LOCAL PERMIT** – a local permit will be required on an annual basis, regulating that which the Fire Department cannot regulate under their permit

### **Process:**

- Bylaw drafted by Town Counsel with input from Fire, DPW, DPW Water supply, Conservation, Health.
- Bylaw reviewed by Selectmen
- Bylaw reviewed by Town Counsel with Attorney General, DEP, Fire Marshall
- Meeting with Gasoline Service Station owners and operators
- If approved by Town Meeting, Bylaw goes to Attorney General, and State Fire Marshall for final approval
- Fire Department and Board of Selectmen will develop draft regulations and hold hearing(s) on the regulations
- Regulations adopted
- Town will coordinate Fire Department and Local permits, including forms, fees, schedule, etc.

## **PRESENTATION – ARTICLE 14**

### **Chapter 137 of the Laws of 2003**

- passed in late 2003,
- allows the Town to pay the difference between base Town pay, and base military pay for National Guard and Reservists
- Town employees called to active military service since September 11, 2001

### **Acceptance is permanent – cannot be rescinded**

### **One Town Employee is affected at this time**

### **How it works:**

- Base Town pay – without stipends - \$43,900 for step 4 Police Officer
- Base military pay – including stipends (housing, combat pay, uniforms, spousal allowance)
- Subtract military pay from base Town pay – the difference (if any) is paid to the employee
- Retroactive back to as early as September 11, 2001
- Employee prepares the paperwork:
  - copy of activation orders
  - signed military payroll information release form
  - military leave and earnings statement
- There is adequate funding in the Police Salary Budget to cover this expense.

Russell T. Graham, Precinct 4, moves the question.

2/3 vote required  
135 voted in the affirmative  
20 voted in the negative

Question to reconsider:

2/3 vote required  
48 voted in the affirmative  
103 voted in the negative

Motion to reconsideration does not carry

**ARTICLE 4** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to take Article 4 off the table.

Motion carried.

**ARTICLE 4** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was voted to amend the “FY 2004 to FY 2013 Capital Improvement Program” by amending the line under FY 2004 Sewer Projects:  
Inflow and Infiltration to read “\$209,400 ED”

**ARTICLE 4** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to put Article 4 on the table.

Motion carried.

**ARTICLE 12** - On motion by George V. Hines, Chairman of the Board of Selectmen, it was voted to raise by borrowing and appropriate pursuant to Chapter 44 Section 7(1) of the Massachusetts General Laws, the sum of \$209,385 for reconstructing surface drains, sewers and sewerage systems, including the cost of consulting engineering services, designs, plans, contracts, specifications, equipment, inspection fees, contingencies and related facilities and expenses related thereto and necessary in connection therewith, said sum to be spent under the direction of the Board of Selectmen; and the Town voted to authorize the Board of Selectmen or any other agency to file an application(s) for a grant or grants to be used to defray all or any part of said sewer construction and/or reconstruction and related matters; and the Town voted to authorize the Town Manager to enter into any or all agreements as may be necessary to carry out the purpose of this Article, including but not limited to, the applications and acceptance of a grant and a non-interest bearing loan from the Massachusetts Water Resources Authority, and to authorize the Treasurer-Collector, with the approval of the Board of Selectmen, to borrow pursuant to said loan.

2/3 vote required  
unanimous vote



**ARTICLE 13** – On motion by Harvey J. Dahl, Chairman of the School Committee, it was moved to table the subject matter of Article 13 until a date and time certain, namely May 6, 2004 at 7:30 PM.

Motion carried.

**ARTICLE 14** – On motion by Gail F. Wood, member of the Board of Selectmen, it was voted to accept the provisions of Chapter 137 of the Acts of 2003 relative to pay for active duty members of the National Guard and Reserves.

**ARTICLE 15** - On motion by Gail F. Wood, member of the Board of Selectmen, it was voted to accept a gift of \$1,000 to establish a trust fund administered by the Town of Reading Commissioners of Trust Funds, the income from which is to be used for the Joan Clifford Memorial Book award. Said interest is to be used annually to award a book to a French student at Parker Middle School, said student to be selected by the Principal in consultation with the language teachers at Parker. And further, that the Town vote to accept a gift of \$3,540 plus any other funds which may be donated in the future, to establish a trust fund administered by the Town of Reading Commissioners of Trust Funds. Said fund is to be expendable and together with interest earned on the fund used for a scholarship to be awarded at Reading Memorial High School (RMHS) graduation, the recipient to be a student recommended by the RMHS Language Department and the RMHS Guidance Department. The fund is designed to be exhausted within five years. The award is to be called the Joan Clifford Memorial Scholarship.

**ARTICLE 16** - On motion by Richard W. Schubert, member of the Board of Selectmen, it was moved to amend Article 5.5, Section 5.5.1 of the Town of Reading Bylaws from "No person shall fire or discharge any fireworks, firearms, cannon or explosives of any kind..." to "No person shall fire or discharge any fireworks, firearms, bow and arrow, cannon or explosives of any kind..."

On motion by Douglas R. Cowell, Precinct 7, it was moved to amend Article 16 by adding the word "hunting" before "bow and arrow".

Motion to amend did not carry.

Brian C. Snell, Precinct 4, moves the question.

2/3 vote required  
93 voted in the affirmative  
27 voted in the negative

Question has been moved.

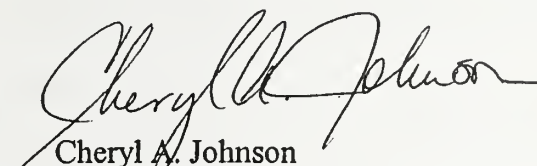
Original Motion did not carry.

On motion by George V. Hines, Chairman of the Board of Selectmen, it was voted that this Annual Town Meeting stand adjourned to meet at 7:30 p.m. at the Reading Memorial High School, on Thursday, May 6, 2004.

Meeting adjourned at 11:15 p.m.

156 Town Meeting Members were present.

A true copy. Attest:



Cheryl A. Johnson  
Town Clerk

## ANNUAL TOWN MEETING

Reading Memorial High School

May 6, 2004

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:48 p.m., there being a quorum present.

The Invocation was given by The Reverend Arthur C. Flynn of St. Agnes Church, followed by the Pledge of Allegiance to the Flag.

On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to take Article 17 out of order.

Motion carried.

**ARTICLE 17** – On motion by Timothy Kelley, member of the Housing Authority, it was voted to authorize the Board of Selectmen to convey a portion of Plot 65, Lot 7 to the Reading Housing Authority and to authorize the Board of Selectmen to acquire a portion of Plot 65, Lot 6 from the Reading Housing Authority, under such terms and conditions as the Board of Selectmen shall determine.

2/3 vote required  
unanimous vote

**ARTICLE 4** – On motion by Harvey J. Dahl, Chairman of the School Committee, it was moved to take Article 4 off the table.

Motion carried.

**ARTICLE 4** – On motion by Harvey J. Dahl, Chairman of the School Committee, it was voted to amend Article 4, the “FY 2004- FY 2013 Capital Improvements Program” by adding to the section on School Buildings in FY 2004 the following:

Additional debt – Barrows School – \$634,000 from Debt

**ARTICLE 4** – On motion by Harvey J. Dahl, Chairman of the School Committee, it was moved to put Article 4 on the table.

Motion carried.

**ARTICLE 13** – On motion by Harvey J. Dahl, Chairman of the School Committee, it was voted that the Town, in accordance with Section 2-15 (d) of the Reading Home Rule Charter declares upon a vote of 2/3 of Town Meeting members present and voting, that action under this article is an emergency measure necessary for the immediate preservation of the peace, health, safety, or convenience of the Town;



and voted to raise by borrowing under Chapter 44, Sections 7 (3) and 7 (3A) or Chapter 70B of the General Laws of the Commonwealth of Massachusetts, or pursuant to any other enabling authority and appropriate the sum of \$ 634,000 for the purpose of constructing an addition, remodeling, reconstructing and making extraordinary repairs to the Alice M. Barrows School on Edgemont Avenue, including the costs of original furnishings and equipment, landscaping, paving, and other site improvements, engineering and architectural fees, plans, and specifications, inspections fees, relocation costs, contingencies, and related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the School Committee as an addition to, and in conjunction with, the sum authorized by vote under Article 5 of the Warrant for the Special Town Meeting of December 7, 1998, and Article 12 of the Warrant for the Annual Town Meeting of April 24, 2000; and that the Town vote to authorize the School Committee to file applications for a grant or grants to be used to defray all or any part of the cost of said school renovations and addition and related matters, and that the Town vote to authorize the School Committee to enter into all contracts and agreements as may be necessary to carry out the purposes of this Article; and

voted to rescind the sum of \$ 634,000 in authorized but unissued debt as previously authorized in the amount of \$9,100,000 for the new elementary school by vote approving Article 14 of Special Town Meeting of November 15, 1999.

Quorum questioned by William C. Brown, Precinct 8 - Quorum count: 120 members counted

On motion by Kathleen S. Vaccaro, Precinct 5, it was voted to move the question.

2/3 vote required  
84 voted in the affirmative  
15 voted in the negative

Question moved.

Vote on original motion:  
2/3 vote required  
125 voted in the affirmative  
4 voted in the negative

Presentation by Treasurer Elizabeth Klepeis:

\$8,400,000 was borrowed of \$9,100,000

Now want to borrow \$634,000 away from that authorization of new school (rescind debt)

Borrow \$634,000 for Barrows School

Both are within tax levy

**ARTICLE 18** – On motion by George V. Hines, Chairman of the Board of Selectmen, it was voted to authorize the Board of Selectmen to petition the General Court to approve a Home Rule Petition, pursuant to Article LXXXIX of the amendments to the Massachusetts Constitution of the Commonwealth to accomplish the removal of the position of Chief of Police from the provisions of Chapter 31 of the General Laws of the Commonwealth of Massachusetts, known as the “Civil Service” provisions, and such legislation shall be generally in the following form:

Section 1 - The position of Chief of Police shall no longer be subject to Chapter 31 of the General Laws.

Section 2 - Section 1 shall not impair the Civil Service status of any person holding the office of Chief of Police of the Town of Reading on the effective date of this act.

And, further, that the Board of Selectmen is hereby authorized to take all necessary action in support of this Article.

counted vote required  
77 voted in the affirmative  
50 voted in the negative

**PRESENTATION:**

- The Civil Service hiring process is complicated, and does not assure that the Town gets the best applicants either within or outside of the Town’s employ
- Of 13 communities in the area, 6 do not have the Police Chief’s position in Civil Service and 7 do
- The trend is towards removal of positions from Civil Service, not adding more positions into Civil Service
- The Article will not affect the current Chief or his replacement – they will both be in Civil Service.
- The Process – If approved by Town Meeting, the Board of Selectmen will file a Home Rule petition with the legislature. Once passed by the legislature, the change will become effective.

	<b>HDR 1</b>	<b>HDR 2</b>	<b>HDR 3</b>	<b>HDR 4</b>	<b>Town</b>
<b>Written Exam</b>					
<b>Requisition</b>					
<b>Req. to HRD for A.C.</b>					
<b>Delegation Agreement</b>					
<b>Hire Consultant</b>					<b>Local Choice</b>
<b>Design A. C.</b>					
<b>Individuals Apply</b>					
<b>Conduct Assess. C.</b>					
<b>Interview</b>					

continued

Appointment  
Approval by BOS  
Decision to HRD  
Appeal Period  
Approval by HRD


## Comparison of Chief's Position

### In Civil Service

<u>Community</u>	<u>Fire Chief</u>	<u>Police Chief</u>
Bedford	No	No
Belmont	No	No
Danvers	Yes	Yes
Lexington	No	Yes
Lynnfield	Yes	Yes
Melrose	No	No
North Andover	Yes	Yes
North Reading	No	No
Stoneham	No	No
Tewksbury	Yes	Yes
Wakefield	Yes	No
Wilmington	Yes	Yes
Winchester	No	Yes
Total	7 No / 6 Yes	6 No / 7 Yes
Reading	No	Yes
03/04/2004		

Comments from Police Chief, Robert Silva:

**Thank You Mr. Moderator – Town Meeting Members**



- Many of my comments are the same ones I made on November 13, 2001 as Town Meeting discussed a similar article.
- I will start by saying that as your Police Chief I have not experienced any undue interference from the Town Manager or from members of the Board of Selectmen when dealing with the day to day operations. In fact they have been extremely helpful and cooperative.
- However, there is a clear distinction between a Civil Service Police Chief and a Non-Civil Service Police Chief.
- A Non Civil Service Police Chief remains in office at the will of the appointing authority
- A Civil Service Police Chief has statutory protection and can only be removed with just cause.
- The State Department of Personnel oversees the selection process for a Civil Service Police Chief. The selection process for a Non Civil Service Police Chief is determined by the appointing authority.
- I am concerned that removing the position of Police Chief from Civil Service will allow politics to affect the day-to-day operations of the police department. As a Civil Service Police Chief I am able to conduct criminal investigations in an independent way without unnecessary pressure. The morale of the police department will be adversely affected if the officers feel that the Police Chief is concerned more about him retaining his position than making proper decisions for the department and the community.
- We have had a Civil Service Chief for over 80 years. It is a system that has worked very well for Reading.
- I strongly urge Town Meeting Members to vote no on Article 18 and not remove the Police Chief from Civil Service.
- Thank You

**ARTICLE 20** – On motion by Jonathan E. Barnes, Chairman of the Community Planning & Development Commission it was voted to amend Section 4.9.2 of the Reading Zoning By-Law, entitled "Overlay Districts" to add a new third paragraph so that the section shall read as follows:

Planned Unit Development Districts shall take the form of overlay districts covering all or part of Industrial Districts, the Business A District and designated portions of Residential Districts on the Reading Zoning Map. For any land within a PUD District, a Developer may choose to conform either to the zoning regulations which govern the underlying district or to the PUD overlay regulations and procedures set forth by this Section, whose specific provisions shall supersede all other provisions in the Zoning By-Laws with respect to the underlying district

including, without limitation, use, intensity, dimensions, parking and site plan review; however, the provisions of any other overlay district shall continue to apply.

Planned Unit Development Districts are overlaid on three zoning districts: Industrial, Business A and Residential Zones. Section 4.9 controls development in this overlay utilizing the following terms: PUD-I for Planned Unit Development District – Industrial for PUD's overlaid in the industrial zone, PUD-B for Planned Unit Development District - Business for PUD's overlaid in the business zone and designated portions of adjacent residentially-zoned land; and PUD-R for Planned Unit Development District- Residential overlaid in the residential zone. Any reference noted herein to "PUD" generally denotes the requirements and controls are for developments for PUD's in Business, Residential and Industrial zones.

*Add to 4.9.2 as 3rd Paragraph*

#### Planned Unit Development-Business District as an Overlay District

A PUD-B District shall take the form of an overlay district covering an underlying Business A District and may include land situated within the S-15 District that was a part of a lot existing on January 1, 2003, a portion of which lot was also in the Business A District, but only as is applied to a specific parcel or parcels through a formal and proper amendment to the Reading Zoning Map. A PUD-B Overlay District may be applied only through action by Town Meeting to amend the Reading Zoning Map placing such land within the PUD-B Overlay District.

*And further, to see if the Town will vote to amend the Reading Zoning By-Laws entitled "Overlay Districts" to add a new Section 4.9.7 as follows:*

#### 4.9.7. Use and Dimensional Requirements in the PUD-B

The following use and dimensional requirements shall be adhered to by all PUD-B Special Permit developments that lie within a PUD-B Overlay District and which shall be used by the CPDC in evaluating each PUD-B development proposal.

##### 4.9.7.1 Parcel Size and Eligibility:

The minimum land area of a project under a PUD-B Special Permit is three (3) acres in size.

A development parcel may consist of land in more than one ownership, provided that all land comprising the parcel lies entirely within the PUD-B Overlay District and is contiguous. Lots separated by a minor street as defined in Section 4.9.2.1 or right-of-way or private way may be considered, in CPDC's discretion, contiguous for this purpose.

Proposed developments may include pre-existing buildings provided that all PUD requirements are satisfied by each new or existing building and for the PUD as a whole. More than one principal building may be located on a lot, Section 5.2.8. notwithstanding.

### Permitted Uses in the PUD-B

The following uses may be allowed by a PUD-B Special Permit, subject to the findings of the CPDC as to the net benefit and adverse impacts of the proposed PUD:

- a. Within a PUD-B Overlay District, any portion of land that is within the underlying Business A District or within 30 feet of the underlying Business A District zoning boundary line may be used for those various uses allowed within the underlying Business A District, excepting that Automotive Uses and enclosed storage as a primary use as listed in the Table of Uses in Section 4.2.2 (Table of Uses), and fast food restaurant or drive-thru uses shall not be allowed.
- b. Any land within the PUD-B Overlay District that is both in the underlying residential district and more than 30 feet from the underlying Business A District zoning boundary line may only be used for the parking of registered motor vehicles in a parking lot or structure, related driveways, landscaping, lighting, fencing, drainage systems and containerized and enclosed trash storage, all as accessory uses for the uses allowed elsewhere in the PUD-B Overlay District subject to conditions imposed by the CPDC.

#### 4.9.7.3 Intensity of Use in PUD-B

##### 4.9.7.3.1 Uses as described in 4.9.7.2:

The basic permitted intensity of a business use in a PUD-B development, expressed as the Floor Area Ratio as defined in Section 4.9.2.1.f, may not exceed 0.50. In order to assist in making this calculation, plans submitted for a PUD-B Special Permit that propose such a use shall show what portion and area of the development parcel will be put to such use.

Areas which have been counted to satisfy the intensity limit for residential use may not be counted also to satisfy the intensity limit for business/commercial use and areas which have been counted to satisfy the intensity limit for business/commercial use may not be counted also to satisfy the intensity limit for residential use.

#### 4.9.7.4 Dimensional Requirements:

4.9.7.4.1 Building Height. The maximum building height within a PUD-B Overlay District shall be as follows:

- a. Any portion of an allowed structure that is within an underlying residential zoning district portion of a PUD-B Overlay District and that is farther than 30 feet from the underlying Business A zoning boundary line shall not be greater in height than is allowed in the underlying zoning district in which it is located.



- b. Any portion of a building that is in an underlying Business-A Zoning District or is within 30 feet of an underlying Business-A Zoning District shall be no higher than 50 feet.

4.9.7.4.2 Setbacks and Buffers in a PUD-B:

- a. The extent of buffering and setbacks shall in every case be based upon the following criteria as reviewed by the CPDC:
- ◆ Existing topography
  - ◆ Existing vegetation
  - ◆ Existing and Proposed Structures within and outside the PUD-B District
  - ◆ Proximity to Residential Dwellings
- b. The minimum front, side and rear yard requirements shall be the same as in the underlying districts except that the minimum front yard set-back may be as little as 30 feet if there is no parking in the front yard.
- c. **Parking/Loading.** The parking and loading requirements contained in Section 6.1.1.3 shall apply. Parking spaces shall be at least 8.5 by 18 feet, with provision for larger spaces as required by the CPDC to accommodate short term parking, handicapped and larger vehicles.
- d. **Shadow Impact.** Between 9:00 a.m. and 3:00 p.m. (EST) from February 21<sup>st</sup> to October 21<sup>st</sup>, no building within a PUD-B Overlay District shall cast a shadow any dwelling in existence at the time of a PUD-B Preliminary Plan submission.

Private Ways

All on-site and off-site improvements, which include the installation of utilities, public lighting, sewers and other public improvements, shall be constructed according to the standards of the Reading Public Works Department and other appropriate departments and conditions imposed by the CPDC.

*Amend Section 4.2.2 Table of Uses by adding the following line under the existing captions:*

Principal Uses	RES	RES	RES	BUS	BUS	BUS	IND
	s-15, s-20, s-40	A-40	A-80	A	B	C	
PUD-B	SPP*	No	No	SPP*	No	No	No

**ARTICLE 20** - On motion by Mary Ellen O'Neill it was moved to table the subject matter of Article 20.

Motion did not carry.

On original motion:  
2/3 vote required  
94 voted in the affirmative  
- 0 - voted in the negative

Quorum questioned - Quorum count: 101 members counted

**ARTICLE 21** – On motion by DeMatteo, it was voted to amend the Town of Reading Zoning Map to designate the following land, currently zoned as Business A and S-15, as being within the Planned Unit Development – Business (PUD – B) Overlay District:

Land situated on the westerly side of Main Street, Reading, MA, being shown on Assessors' Map 11 as Lots 11 and 12, and being further described on Exhibit A attached hereto and incorporated herein by reference.

2/3 vote required  
unanimous vote

**ARTICLE 22** – On motion by Joseph G. Duffy, member of the Board of Selectmen, it was voted that the Town vote pursuant to Section 2-6 of the Reading Home Rule Charter to declare the seats of certain Town Meeting Members to be vacant and remove certain described persons from their position as Town Meeting Members for failure to take the oath of office within 30 days following the notice of election or for failure to attend one half or more of the Town Meeting sessions during the previous year:

Precinct 3	Robert J. Coffey Paul J. Murphy Robert M. Murphy
Precinct 4	Matthew L. Wilson
Precinct 8	Frederick F. Martin Jr.

Matthew Wilson and Frederick Martin were retained as Town Meeting members.

**ARTICLE 3** - On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to remove Article 3 from the table.

Motion carried.

**ARTICLE 3** - On motion by David Lautman, Precinct 4, it was moved that the Selectmen instruct the Recreation Committee to prioritize the allocation of permits for Town fields to Reading organizations.

Motion carried.

**ARTICLE 3** - On motion by Ronald M. D'addario, Precinct 6, it was moved regarding Article 14 - payment of incremental salary that the Town Manager be instructed to find a method to make monthly payments to the families of Town employees activated by the National Guard or the Army Reserve.

Motion carried.

**ARTICLE 3** - On motion by Pasquale M. Iapicca, Precinct 7, it was moved that the Board of Selectmen, within 90 days, incorporate into the Town of Reading's personnel Policies, language that will continue to make whole, Town employee's benefits while being activated for military duty.

This motion will also make these benefits retroactive to September 11, 2001; to coincide with the Warrant Article passed at Town Meeting on May 3, 2004.

Motion carried.

**ARTICLE 3** - On motion by Mary Ellen O'Neill, Precinct 6, it was moved that Town Meeting ask the RMLD to present a report to this body at its next meeting which will describe in detail the sources of our power supply, what options for cleaner energy are available, and how RMLD can move to increase its percentage of alternative energy sources. RMLD is also requested to report briefly on its consumer conservation efforts.

Motion carried.

On motion by George V. Hines, Chairman of the Board of Selectmen, it was moved to lay Article 3 on the table.

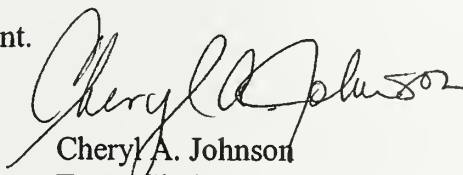
Motion carried.

On motion by George V. Hines, Chairman of the Board of Selectmen, it was voted to adjourn that this Annual Town Meeting sine die.

Meeting adjourned at 11:15 p.m.

134 Town Meeting Members were present.

A true copy. Attest:

  
Cheryl A. Johnson  
Town Clerk



**STATE PRIMARY ELECTION WARRANT**  
**(Seal)**  
**COMMONWEALTH OF MASSACHUSETTS**

Middlesex ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in elections and Town Affairs, to meet at the place designated for the eight precincts in said Town, namely:

**Precincts 1, 2, 3, 4, 5, 6, 7 and 8**  
**Addison Wesley Longman, 1 Jacob Way**

**TUESDAY, THE FOURTEENTH DAY OF SEPTEMBER, 2004** from 7:00 a.m. to 8:00 p.m.  
to cast their votes in the State Election for candidates of political parties for the following offices:

**REPRESENTATIVE IN CONGRESS**.....6<sup>th</sup> District

**COUNCILLOR** .....6<sup>th</sup> District

**SENATOR IN GENERAL COURT** ..... Middlesex and Essex District

**REPRESENTATIVE IN GENERAL COURT** ..... 20<sup>th</sup> & 30<sup>th</sup> Middlesex Districts

**SHERIFF** ..... Middlesex County

6 <sup>th</sup> District	All Precincts
20 <sup>th</sup> Middlesex District	Precincts 1, 4, 6, 7 and 8
30 <sup>th</sup> Middlesex District	Precincts 2, 3 and 5

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than seven (7) days prior to September 14, 2004, the date set for the election in said Warrant, and to publish this Warrant in a newspaper published in the Town.

Hereof fail not to make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said voting.

Given under our hands this 10<sup>th</sup> day of August 2004.

Richard Schubert, Chairman



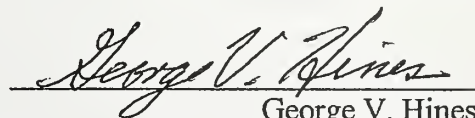
Camille W. Anthony, Vice Chairman



Gail F. Wood, Secretary



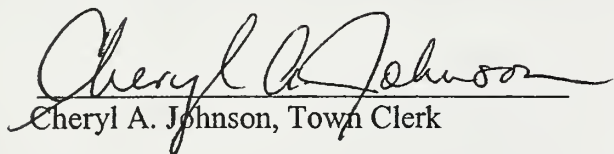
Joseph G. Duffy



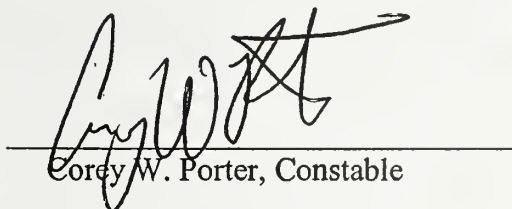
George V. Hines

BOARD OF SELECTMEN

A true copy. Attest:



Cheryl A. Johnson, Town Clerk



Corey W. Porter, Constable

# COMMONWEALTH OF MASSACHUSETTS

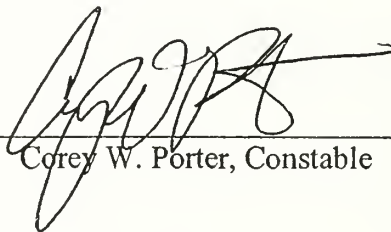
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on August 18, 2004 notified and warned the inhabitants of the Town of Reading, qualified to vote in elections and Town affairs, to meet at the place and at the time specified by posting attested copies of this State Election Warrant in the following public places within the Town of Reading:

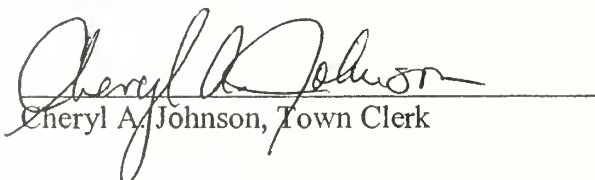
- Precinct 1      J. Warren Killam School, 333 Charles Street
- Precinct 2      Registry of Motor Vehicles, 275 Salem Street
- Precinct 3      Reading Police Station, 15 Union Street
- Precinct 4      Joshua Eaton School, 365 Summer Avenue
- Precinct 5      Town Hall, 16 Lowell Street
- Precinct 6      Austin Preparatory School, 101 Willow Street
- Precinct 7      Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 8      Mobil on the Run, 1330 Main Street

The date of posting being not less than seven (7) days prior to September 14, 2004, the date set for the State Primary Election in this Warrant.

I also caused an attested copy of this Warrant to be published in the Reading Chronicle in the issue of August 25, 2004.

  
Corey W. Porter, Constable

A true copy. Attest:

  
Cheryl A. Johnson, Town Clerk



**STATE PRIMARY****September 14, 2004**

Pursuant to the Warrant and the Constable's Return thereon, a State Primary Election was held for all eight precincts at Addison Wesley Longman. The Warrant was partially read by the Town Clerk, Cheryl A Johnson, when on motion of Warden John Silvaggi, Precinct 4, it was voted to dispense with the further reading of the Warrant, except the Constable's Return, which was then read by the Town Clerk. The ballot boxes were examined by the respective Wardens and Police Officer on duty and each found to be empty and registered 00.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

Democratic - 1376

Republican - 525

Libertarian - 6

Green-Rainbow - 2

1909 ballots (11.8%) of registered voters) cast as follows:

**BALLOT OF THE DEMOCRATIC PARTY**

<b>REPRESENTATIVE IN CONGRESS (Vote for One)</b>									
<i>Candidate</i>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
John F. Tierney	129	150	177	157	175	144	141	96	1169
Lorraine Louanis								2	2
Paul Meaney	1								1
All Others	0	0	0			1			1
Blanks	16	27	49	15	27	27	23	19	203
Total	146	177	226	172	202	172	164	117	1376

<b>COUNCILLOR (Vote for One)</b>									
<i>Candidate</i>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Michael J. Callahan	126	132	167	132	157	137	126	89	1066
All Others	0	0	0						0
Blanks	20	45	59	40	45	35	38	28	310
Total	146	177	226	172	202	172	164	117	1376

<b>SENATOR IN GENERAL COURT (Vote for One)</b>									
<i>Candidate</i>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Katherine M. Clark	128	137	170	148	167	147	145	95	1137
All Others	0	0	1		1			1	3
Blanks	18	40	55	24	34	25	19	21	236
Total	146	177	226	172	202	172	164	117	1376

**REPRESENTATIVE IN GENERAL COURT - 20th MIDDLESEX DISTRICT (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Ben Tafoya	137			156		155	150	94	692
All Others	0							1	1
Blanks	9			16		17	14	22	78
Total	146			172		172	164	117	771

**REPRESENTATIVE IN GENERAL COURT - 30th MIDDLESEX DISTRICT (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Patrick Natale		124	173		142				439
Edward R. Quinn		37	37		34				108
William M. Rabbitt		9	5		9				23
Scott D. Galvin			8		8				16
All Others		0	0		3				3
Blanks		7	3		6				16
Total		177	226		202				605

**SHERIFF (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
James V. DiPaola	84	119	147	113	128	102	88	75	856
Robert A. DeMoura	36	28	39	27	36	42	34	22	264
Brian M. Gillis	16	15	31	18	24	18	21	14	157
All Others	0	0	0						0
Blanks	10	15	9	14	14	10	21	6	99
Total	146	177	226	172	202	172	164	117	1376

**BALLOT OF THE REPUBLICAN PARTY****REPRESENTATIVE IN CONGRESS (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Stephen P. O'Malley, Jr.	54	43	59	68	53	64	61	48	450
All Others	0	0	0						0
Blanks	12	9	7	12	3	13	9	10	75
Total	66	52	66	80	56	77	70	58	525

### COUNCILLOR (Vote for One)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
No Nomination									0
Kim M. Sullivan		1							1
Edward R. Quinn		1							1
Ronald Powell			1						1
William Turner					1				1
Bradley H. Jones					1				1
Deirdre Ahearn							1		1
John Matos								1	1
All Others	0	0	0						0
Blanks	66	50	65	80	54	77	69	57	518
Total	66	52	66	80	56	77	70	58	525

### SENATOR IN GENERAL COURT (Vote for one)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Richard R. Tisei	59	51	61	77	49	73	64	56	490
Philip Maher					1				1
All Others	0	0	0						0
Blanks	7	1	5	3	6	4	6	2	34
Total	66	52	66	80	56	77	70	58	525

### REPRESENTATIVE IN GENERAL COURT - 20th MIDDLESEX DISTRICT (Vote for One)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Bradley H. Jones, Jr.	66			77		71	67	54	335
									0
All Others	0								0
Blanks	0			3		6	3	4	16
Total	66			80		77	70	58	351

### REPRESENTATIVE IN GENERAL COURT - 30th MIDDLESEX DISTRICT (Vote for One)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Bradley H. Jones					1				1
Kim M. Sullivan		1							1
Scott D. Galvin		1			2				3
Rose Moore		1							1
All Others		0	0						0
Blanks		49	66		53				168
Total		52	66		56				174



### SHERIFF (Vote for One)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Scott D. Galvin					1	1			2
Kim M. Sullivan		1							1
James V. DiPaola		2				5	2		9
Corey W. Porter							1		1
Bradley H. Jones								1	1
Stephen Ippolito								1	1
All Others	0	0	0			3			3
Blanks	66	49	66	80	55	68	67	56	507
Total	66	52	66	80	56	77	70	58	525

### BALLOT OF THE LIBERTARIAN PARTY

#### REPRESENTATIVE IN CONGRESS (Vote for One)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
John F. Tierney						1			1
All Others					1	0			1
Blanks			1	1			1	1	4
Total	0	0	1	1	1	1	1	1	6

#### COUNCILLOR (Vote for One)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Michael J. Callahan						1			1
Bradley H. Jones								1	1
All Others									0
Blanks			1	1	1	0	1		4
Total	0	0	1	1	1	1	1	1	6

#### SENATOR IN GENERAL COURT

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Katherine M. Clark						1			1
									0
All Others						0			0
Blanks			1	1	1		1	1	5
Total	0	0	1	1	1	1	1	1	6

#### REPRESENTATIVE IN GENERAL COURT - 20th MIDDLESEX DISTRICT (Vote for One)

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Ben Tafoya						1			1
									0
All Others									0
Blanks				1			1	1	3
Total	0			1		1	1	1	4

**REPRESENTATIVE IN GENERAL COURT - 30th MIDDLESEX DISTRICT (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
									0
									0
All Others									0
Blanks			1		1				2
Total		0	1		1				2

**SHERIFF (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
James V. DiPaola						1			1
									0
All Others									0
Blanks			1	1	1		1	1	5
Total	0	0	1	1	1	1	1	1	6

**BALLOT OF THE GREEN-RAINBOW PARTY****REPRESENTATIVE IN CONGRESS (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
									0
All Others				1					1
Blanks						1			1
Total	0	0	0	1	0	1	0	0	2

**COUNCILLOR (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
									0
All Others									0
Blanks				1		1			2
Total	0	0	0	1	0	1	0	0	2

**SENATOR IN GENERAL COURT**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
Robert Reich				1					1
									0
All Others									0
Blanks						1			1
Total	0	0	0	1	0	1	0	0	2

**REPRESENTATIVE IN GENERAL COURT - 20th MIDDLESEX DISTRICT (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
									0
									0
All Others									0
Blanks				1		1			2
Total	0			1		1	0	0	2


**REPRESENTATIVE IN GENERAL COURT - 30th MIDDLESEX DISTRICT (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
									0
									0
All Others									0
Blanks									0
Total		0	0		0				0

**SHERIFF (Vote for One)**

<u>Candidate</u>	Pct 1	Pct 2	Pct 3	Pct 4	Pct 5	Pct 6	Pct 7	Pct 8	Total
									0
									0
All Others									0
Blanks				1		1			2
Total	0	0	0	1	0	1	0	0	2

A true copy. Attest:

  
Cheryl A. Johnson  
Town Clerk



**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**STATE ELECTION WARRANT**

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in the State Election to vote at

**Precincts 1, 2, 3, 4, 5, 6, 7 and 8**  
**Addison Wesley Longman, One Jacob Way**

**TUESDAY, THE SECOND DAY OF NOVEMBER, 2004** from 7:00 a.m. to 8:00 p.m. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

**ELECTORS OF PRESIDENT AND VICE PRESIDENT... STATEWIDE**  
**REPRESENTATIVE IN CONGRESS..... 6<sup>th</sup> District**  
**COUNCILLOR..... 6<sup>th</sup> District**  
**SENATOR IN GENERAL COURT..... Middlesex and Essex District**  
**REPRESENTATIVE IN GENERAL COURT..... 20<sup>th</sup> & 30<sup>th</sup> Middlesex Districts**  
**SHERIFF..... Middlesex County**  
**REGIONAL VOCATIONAL SCHOOL DISTRICT..... Northeast Metropolitan**

6 <sup>th</sup> District	All Precincts
Middlesex and Esses	All Precincts
20 <sup>th</sup> Middlesex District	Precincts 1, 4, 6, 7 and 8
30 <sup>th</sup> Middlesex District	Precincts 2, 3 and 5
Northeast Metropolitan	All Precincts
Question 1	Precincts 1, 4, 6, 7 and 8

Question 1 – This question is not binding

Shall the state representative from this district be instructed to vote in favor of legislation requiring that in all separation and divorce proceedings involving minor children, the court shall uphold the fundamental rights of both parents to the shared physical and legal custody of their children and the children's right to maximize their time with each parent, so far as is practical, unless one parent is found unfit or the parents agree otherwise, subject to the requirements of exisiting child support and abuse prevention laws?

and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than seven (7) days prior to November 2, 2004, the date set for the election in said Warrant, and to publish this Warrant in a newspaper published in the Town.

Hereof fail not to make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said voting.

Given under our hands this 5<sup>th</sup> day of October 2004.

Richard W. Schubert, Chairman

Camille W. Anthony  
Camille W. Anthony, Vice Chairman

Gail F. Wood  
Gail F. Wood, Secretary

Joseph G. Duffy  
Joseph G. Duffy

George V. Hines  
George V. Hines  
BOARD OF SELECTMEN

Alan W. Ulrich  
Alan W. Ulrich, Constable

## COMMONWEALTH OF MASSACHUSETTS

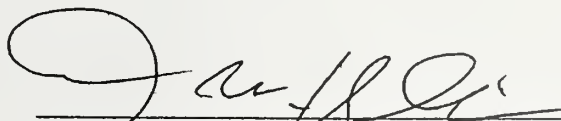
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on October 13 , 2004 notified and warned the inhabitants of the Town of Reading, qualified to vote in elections, to meet at the place and at the time specified by posting attested copies of this State Election Warrant in the following public places within the Town of Reading:

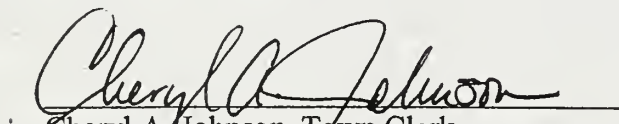
- Precinct 1      J. Warren Killam School, 333 Charles Street
- Precinct 2      Registry of Motor Vehicles, 275 Salem Street
- Precinct 3      Reading Police Station, 15 Union Street
- Precinct 4      Joshua Eaton School, 365 Summer Avenue
- Precinct 5      Town Hall, 16 Lowell Street
- Precinct 6      Austin Preparatory School, 101 Willow Street
- Precinct 7      Reading Library, Local History Room, 64 Middlesex Avenue
- Precinct 8      Mobil on the Run, 1330 Main Street

The date of posting being not less than seven (7) days prior to November 2, 2004, the date set for the State Election in this Warrant.

I also caused an attested copy of this Warrant to be published in the Reading Chronicle in the issue of October 13 , 2004.

  
Alan W. Ulrich, Constable

A true copy. Attest:

  
Cheryl A. Johnson, Town Clerk



# STATE ELECTION

November 2, 2004

Pursuant to the Warrant and the Constable's Return thereon, a State Election was held for all eight precincts at Addison Wesley Longman. The Warrant was partially read by the Town Clerk, Cheryl A. Johnson, when on motion of Warden John Silvaggi it was voted to dispense with the further reading of the Warrant, except the Constable's Return, which was then read by the Town Clerk. The ballot boxes were examined by the respective Wardens and Lt. Robbins and each found to be empty and registered 00.

The Town Clerk declared the polls open at 7:00 a.m. and closed at 8:00 p.m., with the following results:

12911 ballots (78%) of registered voters cast as follows:

ELECTORS OF PRESIDENT AND VICE PRESIDENT - Vote for One									
<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Badnarik and Campagna	7	10	9	8	14	5	3	6	62
Bush and Cheney	728	609	590	720	584	654	616	739	5240
Cobb and LaMarche	6	7	4	2	4	10	7	2	42
Kerry and Edwards	915	862	886	1004	881	960	967	857	7332
Ralph Nader	5	1	2	3	2		4	3	20
Others	1	1	2	4	3	2	5	2	20
Blanks	22	14	25	55	9	36	25	9	195
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

REPRESENTATIVE IN CONGRESS - Vote for One									
<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
John F. Tierney	1053	969	954	1096	952	1051	1035	985	8095
Stephen P. O'Malley, Jr.	503	416	445	513	445	469	441	508	3740
Others	0	1	0	1	1	0	0	0	3
Blanks	128	118	119	186	99	147	151	125	1073
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

COUNCILLOR - Vote for One									
<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Michael J. Callahan	1007	973	950	1030	909	993	941	941	7744
Others	2	3	5	1	13	4	4	1	33
Blanks	675	528	563	765	575	670	682	676	5134
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

### SENATOR IN GENERAL COURT - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Richard R. Tisei	1039	875	855	1065	854	966	929	1032	7615
Katherine M. Clark	556	546	574	622	572	599	591	511	4571
Others	0	0	0	0	0	2	0	0	2
Blanks	89	83	89	109	71	100	107	75	723
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

### REPRESENTATIVE IN GEN'L COURT - 20th MIDDLESEX DIST - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Bradley H. Jones, Jr.	964			958		849	856	931	4558
Ben Tafoya	634			716		714	668	606	3338
Others	0			1		0	0	0	1
Blanks	86			121		104	103	81	495
Total	1684			1796		1667	1627	1618	8392

### REPRESENTATIVE IN GEN'L COURT - 30th MIDDLESEX DIST - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Patrick Natale		782	780		772				2334
Paul J. Meaney		488	531		500				1519
Others		0	0		0				0
Blanks		234	207		225				666
Total		1504	1518		1497				4519

### SHERIFF - Vote for One

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
James V. DiPaola	1048	1012	991	1084	960	1022	1001	1011	8129
Mike Gillis			5						5
Others	1	3	0	2	0	10	4	1	29
Blanks	635	489	522	710	529	635	622	606	4748
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

### NORTHEAST REGIONAL VOCATIONAL SCHOOL DIST. - CHELSEA - Vote for One

<i>Candidate</i>	1	1	3	4	5	6	7	8	Total
Michael T. Wall	909	869	881	942	818	899	836	843	6997
Others	2	3	1	0	2	4	3	1	16
Blanks	773	632	636	854	677	764	788	774	5898
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

### NORTHEAST REGIONAL VOCATIONAL SCHOOL DIST. - MALDEN - Vote for One

<i>Candidate</i>	1	1	3	4	5	6	7	8	Total
Earl W. Fitzpatrick	863	845	858	897	799	867	811	791	6731
Others	1	3	1	0	2	3	2	0	12
Blanks	820	656	659	899	696	797	814	827	6168
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911



**NORTHEAST REGIONAL VOCATIONAL SCHOOL DIST. - MELROSE - Vote for One**

<i>Candidate</i>	2	2	3	4	5	6	7	8	Total
Henry S. Hooten	837	814	811	865	780	843	786	767	6503
Others	3	2	0	0	2	1	1	0	9
Blanks	844	688	707	931	715	823	840	851	6399
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

**NORTHEAST REGIONAL VOCATIONAL SCHOOL DIST. - NO. READING - Vote for One**

<i>Candidate</i>	2	2	3	4	5	6	7	8	Total
Paul L. Sweeney	892	860	804	918	828	889	851	805	6907
Others	3	1	0	1	1	1	0	0	7
Blanks	789	643	654	877	668	777	776	813	5997
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

**NORTHEAST REGIONAL SCHOOL DIST. - READING - Vote for One**

<i>Candidate</i>	2	2	3	4	5	6	7	8	Total
Maura A. Looney	990	920	904	1015	878	961	902	870	7440
Others	1	3	0	1	1	2	1	0	9
Blanks	693	581	614	789	618	704	724	748	5462
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

**NORTHEAST REGIONAL VOCATIONAL SCHOOL DIST. - REVERE - Vote for One**

<i>Candidate</i>	2	2	3	4	5	6	7	8	Total
Ronald J. Jannino	892	797	793	810	737	810	755	744	6256
Others	1	1	0	0	1	1	0	0	4
Blanks	881	706	725	978	759	856	872	874	6651
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

**NORTHEAST REGIONAL VOCATIONAL SCHOOL DIST. - SAUGUS - Vote for One**

<i>Candidate</i>	2	2	3	4	5	6	7	8	Total
Peter A. Rossetti, Jr.	811	783	785	804	736	813	753	753	6238
Others	1	1	0	0	1	1	0	0	4
Blanks	872	720	733	992	760	853	874	865	6669
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

**NORTHEAST REGIONAL SCHOOL DIST. - STONEHAM - Vote for One**

<i>Candidate</i>	1	2	3	4	5	6	7	8	Total
Anthony E. DeTeso	811	791	800	815	749	819	769	762	6316
Others	2	3	0	0	1	2	0	0	8
Blanks	871	710	718	981	747	846	858	856	6587
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911



NORTHEAST REGIONAL SCHOOL DIST. - WAKEFIELD - Vote for One									
Candidate	1	2	3	4	5	6	7	8	Total
Vincent J. Carisella	802	792	788	817	737	817	749	738	6240
Others	1	1	0	0	1	1	0	0	4
Blanks	881	711	730	979	759	849	878	880	6667
Total	1684	1504	1518	1796	1497	1667	1627	1618	12911

NORTHEAST REGIONAL SCHOOL DIST. - WINCHESTER - Vote for One									
Candidate	1	2	3	4	5	6	7	8	Total
John J. Bradley	799	770	789	814	755	809	760	738	6234
Others	1	2	0	0	1	1	0	0	5
Blanks	884	732	729	981	742	857	867	880	6672
Total	1684	1504	1518	1795	1498	1667	1627	1618	12911

NORTHEAST REGIONAL SCHOOL DIST. - WINTHROP - Vote for One									
Candidate	1	2	3	4	5	6	7	8	Total
James G. Wallace	770	751	765	777	720	784	732	706	6005
Others	2	2	0	0	1	1	0	0	6
Blanks	912	751	753	1018	777	882	895	912	6900
Total	1684	1504	1518	1795	1498	1667	1627	1618	12911

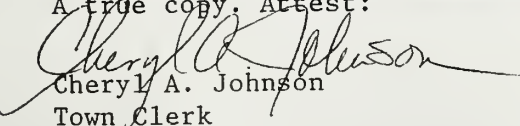
NORTHEAST REGIONAL SCHOOL DIST. - WOBURN - Vote for One									
Candidate	1	2	3	4	5	6	7	8	Total
Deborah P. Davis	779	772	809	798	738	802	761	729	6188
Others	1	1	0	0	2	1	1	0	6
Blanks	904	731	709	997	758	864	865	889	6717
Total	1684	1504	1518	1795	1498	1667	1627	1618	12911

### QUESTION 1 - THIS QUESTION IS NOT BINDING - Precincts 1, 4, 6, 7, 8

Shall the state representative from this district be instructed to vote in favor of legislation requiring that in all separation and divorce proceedings involving minor children, the court shall uphold the fundamental rights of both parents to the shared physical and legal custody of their children and the children's right to maximize their time with each parent, so far as is practical, unless one parent is found unfit or the parents agree otherwise, subject to the requirements of existing child support and abuse prevention laws?

QUESTION 1									
Candidate	1	2	3	4	5	6	7	8	Total
Yes	1091			1184		1133	1061	1054	5523
No	193			170		143	152	170	836
Blanks	400			442		391	414	386	2033
Total	1684			1796		1667	1627	1618	8392

A true copy. Attest:

  
Cheryl A. Johnson  
Town Clerk

# COMMONWEALTH OF MASSACHUSETTS

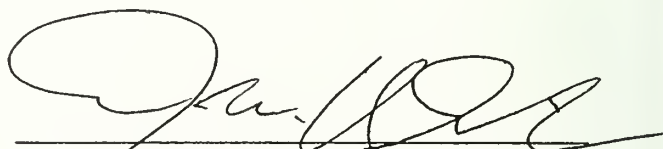
Middlesex, ss. Officer's Return, Reading:

By virtue of this Warrant, I, on October 13, 2004 notified and warned the inhabitants of the Town of Reading, qualified to vote on Town affairs, to meet at the place and at the time specified by posting attested copies of this Town Meeting Warrant in the following public places within the Town of Reading:

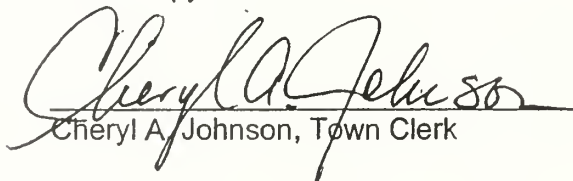
Precinct 1	J. Warren Killam School, 333 Charles Street
Precinct 2	Registry of Motor Vehicles, 275 Salem Street
Precinct 3	Reading Police Station, 15 Union Street
Precinct 4	Joshua Eaton School, 365 Summer Avenue
Precinct 5	Town Hall, 16 Lowell Street
Precinct 6	Austin Preparatory School, 101 Willow Street
Precinct 7	Reading Library, Local History Room, 64 Middlesex Avenue
Precinct 8	Mobil on the Run, 1330 Main Street

The date of posting being not less than fourteen (14) days prior to November 8, 2004, the date set for the Subsequent Town Meeting in this Warrant.

I also caused an attested copy of this Warrant to be published in the Reading Chronicle in the issue of October 13, 2004.

  
Alan W. Ulrich, Constable

A true copy. Attest:

  
Cheryl A. Johnson, Town Clerk

**SUBSEQUENT TOWN MEETING  
(Seal)  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Reading, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Reading, qualified to vote in elections and Town affairs, to meet in the IMAX Theater at Jordan's Furniture Store, 50 Walkers Brook Drive, Reading, Massachusetts, November 8, 2004, at seven-thirty o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members in accordance with the provisions of the Reading Home Rule Charter. Additional sessions of Town Meeting after November 8, 2004, will take place at Reading Memorial High School Auditorium, 62 Oakland Road, Reading, Massachusetts.

**ARTICLE 1** To hear and act on the reports of the Board of Selectmen, Town Accountant, Treasurer-Collector, Board of Assessors, Director of Public Works, Town Clerk, Tree Warden, Board of Health, School Committee, Contributory Retirement Board, Library Trustees, Municipal Light Board, Finance Committee, Cemetery Trustees, Community Planning & Development Commission, Conservation Commission, Town Manager and any other Board or Special Committee.

Board of Selectmen

**ARTICLE 2** To choose all other necessary Town Officers and Special Committees and determine what instructions shall be given Town Officers and Special Committees, and to see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate for the purpose of funding Town Officers and Special Committees to carry out the instructions given to them, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 3** To see if the Town will vote to amend the FY 2005 – FY 2014, Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 4** To see if the Town will vote to authorize the payment during Fiscal Year 2005 of bills remaining unpaid for previous fiscal years for goods and services actually rendered to the Town, or take any other action with respect thereto.

Board of Selectmen



**ARTICLE 5** To see if the Town will vote to amend one or more of the votes taken under Article 19 of the April 26, 2004 Annual Town Meeting relating to the Fiscal Year 2005 Municipal Budget, and see what sum the Town will raise by borrowing or transfer from available funds, or otherwise, and appropriate as the result of any such amended votes for the operation of the Town and its government, or take any other action with respect thereto.

Finance Committee

**ARTICLE 6** To see what sum the Town will raise from the tax levy, or transfer from available funds, or otherwise, and appropriate into the Stabilization Fund as authorized under Section 5B of Massachusetts General Laws Chapter 40 of the Massachusetts General Laws, or take any other action with respect thereto

Finance Committee

**ARTICLE 7** To see what sum the Town will vote to establish a revolving fund under Chapter 44, Section 53E½ for any or all of the following purposes:

Using the receipts generated from the issuance of Building, Plumbing or Gas, and Wiring and other permits for the Archstone Development and/or the Johnson Woods Development to pay the costs of legal expenses, oversight and inspection, plan review, initial property value appraisal and appeals, and general management of the Community Services operations related to that development; and to pay for related expenditures, said expenditures to be administered by the Town Manager, and to determine the total amount of expenditures during Fiscal Year 2005 which may be made from each such fund, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 8** To see if the Town will vote to appropriate the sum of \$25,000 which represents the performance guarantee for the construction of sidewalks, curbing, and finish course of pavement on Pierce Street, as provided through a tripartite agreement between the Town of Reading, Gerald E. Welch Inc, and the Danvers Savings Bank, said performance guarantee having been taken by the Community Planning and Development Commission on July 14, 2004, for lack of performance of the guaranteed work, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 9** To see if the Town will vote to appropriate contributions from all or any one of the following or other developers:

- ♦ Walkers Brook Crossing for neighborhood street improvements; MWRA Buy-in, and sewer Inflow/Infiltration
- ♦ Johnson Farms for curb and sidewalk, traffic design, street improvements, water system improvements, MWRA buy-in, and sewer Inflow/Infiltration
- ♦ Maplewood Village for trail improvements
- ♦ Archstone Development for MWRA buy-in, and sewer Inflow/Infiltration

For purposes described, or any other lawful and related improvements as approved by the Town Manager, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 10** To see what sum the Town will raise by borrowing, or from the tax levy, or transfer from available funds, or otherwise, and appropriate pursuant to Chapter 44 Section 7(L) of the Massachusetts General Laws for reconstructing surface drains, sewers and sewerage systems, including the cost of consulting engineering services, designs, plans, contracts, specifications, equipment, inspection fees, contingencies and related facilities and expenses related thereto and necessary in connection therewith, said sum to be spent under the direction of the Town Manager; and to see if the Town will vote to authorize the Town Manager or any other agency to file an application(s) for a grant or grants to be used to defray all or any part of said sewer construction and/or reconstruction and related matters; and to see if the Town will vote to authorize the Town Manager to enter into any or all agreements as may be necessary to carry out the purpose of this Article, including but not limited to, the applications and acceptance of a grant and a non-interest bearing loan from the Massachusetts Water Resources Authority, and to authorize the Treasurer-Collector, with the approval of the Board of Selectmen, to borrow pursuant to said loan, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 11** To see what sum the Town will raise by borrowing, or transfer from available funds, or otherwise, and appropriate pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws for the purpose of constructing a replacement of the water main on West Street extending approximately from County Road to Willow Street, including the cost of engineering services, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager; and to see if the Town will authorize the Board of Selectmen, the Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said water system improvements; and to authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 12** To see what sum the Town will raise by borrowing, or transfer from available funds, or otherwise, and appropriate pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws for the purpose of constructing a replacement of the water main on Franklin Street extending approximately from Main Street to Haverhill Street, including the cost of engineering services, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager; and to see if the Town will authorize the Board of Selectmen, the Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said water system improvements; and to authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 13** To see what sum the Town will raise by borrowing, whether in anticipation of reimbursement from the State under Chapter 44, Section 6, Massachusetts General Laws, or pursuant to any other enabling authority or from the tax levy, or transfer from available funds, or otherwise, for highway projects in accordance with Chapter 90, Massachusetts General Laws, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 14** To see if the Town will vote to accept one or more gifts to be administered by the Commissioners of Trust Funds, such gifts to be used for the purposes for which they are given to the Town, or take any other action with respect thereto.

Board of Selectmen

**ARTICLE 15** To see if the Town will vote to authorize the Board of Selectmen to file the following or similar legislation with the Great and General Court:

**AN ACT AUTHORIZING THE CONSERVATION COMMISSION OF THE  
TOWN OF READING TO GRANT CERTAIN EASEMENTS**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of same, as follows:

Section 1. The Conservation Commission of the Town of Reading may grant to the Board of Selectmen on behalf of the Town an easement in a certain parcel of conservation land as shown on the Town of Reading Assessors Map 47, Parcel 4, for access and utility purposes including the construction, maintenance and repair of sewer pipes, water, and drainage pipes, a sewer pumping station and appurtenances thereto.

Section 2. The Conservation Commission of the Town of Reading may grant to Timothy F. Leary and Barbara Leary, their heirs, successors and assigns, a permanent easement over a certain parcel of conservation land as shown on the Town of Reading Assessors Map 47, Parcel 4, the easement being approximately 540 feet in length and approximately 60 feet wide, for access by foot and by vehicle, to one single-family dwelling located at 113 Longwood Road and identified on the Reading Assessors Map 58, Parcel 5 and for underground and above ground utility connections only, and for no other purpose. This easement is for residential purposes only. The Conservation Commission may convey this easement upon such other terms and conditions as it deems appropriate to protect its interest in the parcel of land.

Section 3. The Conservation Commission of the Town of Reading may grant to Louis Peterson, his heirs, successors and assigns, a permanent easement over a certain parcel of conservation land, as shown on the Town of Reading Assessors Map 47, Parcel 4, the easement being approximately 420 feet in length and approximately 40 feet wide, for access by foot and by vehicle, to one single-family dwelling located at 111 Longwood Road, identified on the Town of Reading Assessors Map 58, Parcel 10 and for underground and above ground utility and drainage connections only, and for no other purpose. This easement is for residential purposes only. The Conservation



Commission may convey this easement upon such other terms and conditions as it deems appropriate to protect its interests in the parcel of land.

Section 4. The Conservation Commission of the Town of Reading may grant to Johnson Woods Realty Corp., its heirs, successors and assigns, a permanent easement over a certain parcel of conservation land, as shown on the Town of Reading Assessors Map 47, Parcel 4, the easement being approximately 300 feet in length and approximately 30 feet wide, for access by foot and by vehicle, to one single-family dwelling to be located at the southern end of a parcel of land identified on the Reading Assessors Map 58, Parcel 4 and for underground and above ground utility and drainage connections only, and for no other purpose. This easement is for residential purposes only. The Conservation Commission may convey this easement upon such other terms and conditions as it deems appropriate to protect its interests in the parcel of land.

Section 5. This act shall take effect upon its passage.

And, to see if the town will vote pursuant to M.G.L. Chapter 40, §15A, to authorize the Conservation Commission to convey easements over a certain parcel of conservation land shown on the Town of Reading Assessors Map 47, Parcel 4, upon the terms and conditions contained in the special legislation together with any other terms and conditions it deems appropriate to protect its interest in the parcel of land which authority is specifically conditioned upon the passage of the above special legislation, or to take any action relative thereto,

or take any other action with respect thereto.

Conservation Commission

**ARTICLE 16** To see if the Town will vote, pursuant to Mass. Gen. Laws c. 43B, §10, and Article 8 Section 8-1 of the Reading Home Rule Charter ("Charter"), to amend the Charter in accordance with the recommendations of the Charter Review Committee which are attached to this warrant as Appendix 1 and which are incorporated by reference into this article.

Board of Selectmen

**ARTICLE 17** To see if the Town will vote to amend the General Bylaws of the Town of Reading by adding the following language as Section 5.17:

The Town of Reading hereby establishes a Local Historic District, to be administered by an Historic District Commission as provided for under Massachusetts General Laws Chapter 40C, as amended.

1. **PURPOSE**

The purpose of this bylaw is to promote the economic, educational, cultural and general welfare of the inhabitants of the Town of Reading through: (1) the preservation and protection of the distinctive characteristics and architecture of Buildings and places significant in the history of the Town of Reading; (2) maintaining and improving of the settings of these Buildings and places; and (3) the encouragement of building design compatible with the Buildings existing in the area,

so as to maintain the historic character of residences or commercial enterprises which distinguish the town as a desirable community.

## 2. DEFINITIONS

The terms defined in this section shall be capitalized throughout this bylaw. Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in this bylaw the following terms shall have the following meaning:

### ALTERATION, TO ALTER

The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition, and other similar activities.

### BUILDING

A combination of materials forming a shelter for persons, animals or property.

### CERTIFICATE

A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this bylaw.

### COMMISSION

The Historic District Commission as established in this bylaw.

### CONSTRUCTION, TO CONSTRUCT

The act or the fact of building, erecting, installing, enlarging, moving and other similar activities.

### DISPLAY AREA

The total surface area of a sign, including all lettering, wording, designs, symbols, background and frame, but not including any support Structure or bracing incidental to the sign. The Display Area of an individual letter sign or irregular shaped sign shall be the area of the smallest rectangle into which the letters or shape will fit. Where sign faces are placed back to back and face in opposite directions, the Display Area shall be defined as the area of one face of the sign.

### DISTRICT

The Local Historic District as established in this bylaw consisting of one or more District areas.

### EXTERIOR ARCHITECTURAL FEATURE

Such portion of the exterior of a Building or structure as is open to view from a Public Way or ways, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures.

### PERSON AGGRIEVED

The applicant; an owner of adjoining property; an owner of property within the same District area; an owner of property within 100 feet of said District area; and any legal entity in which one of its purposes is the preservation of historic places, structures, buildings or Districts.

### PUBLIC WAY

This term shall include Public Ways, public streets, public parks, and public bodies of water. The term "Public Way," however, shall not include a footpath, cart path or any easement or right of way that does not constitute a Public Way or public street.

### STRUCTURE

A combination of materials other than a Building.

## TEMPORARY STRUCTURE or BUILDING

A Building not to be in existence for a period of more than two years. A Structure not to be in existence for period of more than one year. The Commission may further limit the time periods set forth herein as it deems appropriate.

### 3. DISTRICT

The District shall consist of one or more District areas as listed in Section 13 (Appendices) of this bylaw.

### 4. COMMISSION COMPOSITION AND APPOINTMENTS

- 4.1 The District shall be overseen by a Commission consisting of five (5) members, to be appointed by the Board of Selectmen, one member initially to be appointed for one year, two for two years, and two for three years, and each successive appointment to be made for three years.
- 4.2 The Commission shall include, if possible, one member from one or more nominees solicited from the Reading Antiquarian Society, one member from one or more nominees solicited from the chapter of the American Institute of Architects covering Reading; one member from one or more nominees from the Board of Realtors covering Reading; one or two property owners from the District area; one member nominated by the Reading Historical Commission. If within thirty days after submission of a written request for nominees to any of the organizations herein named insufficient nominations have been made, the Board of Selectmen may proceed to make appointments as it desires.
- 4.3 The Board of Selectmen may appoint up to four alternate members to the Commission. In the case of the absence, inability to act or unwillingness to act because of self-interest on the part of a regular member of the Commission, his or her place shall be taken by an alternate member designated by the chairman. Said alternate members shall initially be appointed for terms for one or two years, and for three year terms thereafter.
- 4.4 Each member and alternate member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.
- 4.5 Meetings of the Commission shall be held at the call of the Chairman, at the request of two members and in such other manner as the Commission shall determine in its Rules and Regulations.
- 4.6 Three members of the Commission shall constitute a quorum.

### 5. COMMISSION POWERS AND DUTIES

- 5.1 The Commission shall exercise its powers in administering and regulating the Construction and Alteration of any Structures or Buildings within the District as set forth under the procedures and criteria established in this bylaw. In exercising its powers and duties hereunder, the Commission shall pay due regard to the distinctive characteristics of each Building, Structure, and District area.
- 5.2 The Commission may adopt, and from time to time amend, reasonable Rules and Regulations not inconsistent with the provisions of this bylaw or M.G.L. Chapter 40C, setting forth such forms and procedures as it deems desirable and necessary for the regulation of its affairs and conduct of its business, including requirements for the contents and forms of applications for



- Certificates, fees, hearing procedures and other matters. The Commission shall file a copy of any rules and regulations with the office of the Town Clerk.
- 5.3 The Commission, after a public hearing duly posted and advertised at least fourteen days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Reading, may adopt and from time to time amend Guidelines which set forth the designs and descriptions for certain exterior architectural features which are, in general, suitable for the issuance of a Certificate to present other designs to the Commission for approval. No such design guidelines shall limit the right of an applicant for a Certificate to present other designs to the Commission for approval.
- 5.4 The Commission shall at the beginning of each fiscal year hold an organizational meeting and elect a Chairman, a Vice Chairman and Secretary, and file notice of such election with the office of the Town Clerk.
- 5.5 The Commission shall follow Town operating procedures for its keeping its resolutions, transactions, decisions and determinations.
- 5.6 The Commission shall undertake educational efforts to explain to the public and property owners the merits and functions of a District, to the extent that time and appropriations allow.

## 6. ALTERATIONS AND CONSTRUCTION PROHIBITED WITHOUT A CERTIFICATE

- 6.1 Except as this bylaw provides, no Building or Structure or part thereof within a District shall be Constructed or Altered in any way that affects the exterior architectural features as visible from a Public Way, unless the Commission shall first have issued a Certificate with respect to such Construction or Alteration.
- 6.2 No building permit for Construction of a Building or Structure or for Alteration of an exterior architectural feature within a District and no demolition permit or removal of a Building or Structure within a District shall be issued by the Town or any department thereof until a Certificate as required under this bylaw has been issued by the Commission.

## 7. PROCEDURES FOR REVIEW OF APPLICATIONS

- 7.1 Any person who desires to obtain a Certificate from the Commission shall file with the Commission an application for a Certificate of Appropriateness, or Non-Applicability or of Hardship, as the case may be. The application shall be accompanied by such plans, elevations, specifications, material and other information, including in the case of demolition or removal, a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the Commission to enable it to make a determination on the application. The Commission shall determine whether said application involves any exterior architectural features which are within the jurisdiction of the Commission.
- 7.2 The Commission shall determine within fourteen (14) days of receiving an application for a Certificate whether said application involves any exterior architectural features which are within the jurisdiction of the Commission.
- 7.3 If the Commission determines that an application for a Certificate does not involve any exterior architectural features, or involves an exterior architectural feature that is not subject to review by the Commission under the provisions

of this bylaw, the Commission shall forthwith issue a Certificate of Non-Applicability.

- 7.4 If the Commission determines that such application involves any exterior architectural feature subject to review under this bylaw, it shall hold a public hearing on the application, except as may otherwise be provided in bylaw. The Commission shall hold such a public hearing within forty-five (45) days from the date of receiving the application. At least fourteen (14) days before said hearing, notice shall be given by posting in a conspicuous place in Town Hall and in a newspaper of general circulation in Reading. Concurrently, a copy of said public notice shall be mailed to the applicant; to the owners of all properties within 300 feet, and of other properties deemed by the Commission to be materially affected thereby, all as they appear on the most recent applicable tax list; to the Community Planning and Development Committee; to the Historical Commission; to any person filing a written request for notice of hearings, such request to be renewed yearly in December; and to such other persons as the Commission shall deem entitled to notice. The applicant is responsible for the costs of this mailing and advertising.
- 7.4.1 A public hearing on an application for a Certificate may be waived if the Commission determines that the exterior architectural feature involved, or its category, is so insubstantial in its effect on the District that it may be reviewed by the Commission without a public hearing. If the Commission dispenses with a public hearing on application for a Certificate notice of such application shall be given to the owners of all property within 300 feet and of other property deemed by the Commission to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the Commission may act upon such application and after considering any responses.
- 7.5 Within sixty (60) days after the filing of an application for a Certificate, or within such further time as the applicant may allow in writing, the Commission shall issue a Certificate or disapproval. In the case of a disapproval of an application for a Certificate, the Commission shall set forth in writing the reasons for such disapproval. The Commission may include in its disapproval specific recommendations for changes in the applicant's proposal with respect to the appropriateness of design, arrangement, texture, material and similar features which, if made and filed with the Commission in a subsequent application would make the application acceptable to the Commission.
- 7.6 The concurring vote of three (3) members shall be required to issue a Certificate.
- 7.7 In issuing Certificates, the Commission may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose of this bylaw and the Commission's Guidelines.
- 7.8 If the Commission determines that the Construction or Alteration for which an application for a Certificate of Appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the District, the Commission shall issue a Certificate of Appropriateness.
- 7.9 If the Construction or Alteration for which an application for a Certificate of Appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a Certificate of Hardship, the Commission shall determine whether, owing to the conditions

especially affecting the Building or Structure involved, but not affecting the District generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this bylaw. If the Commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the Commission shall issue a Certificate of Hardship.

- 7.10 The Commission shall send a copy of its disapprovals and Certificates, including any conditions or limitations, to the applicant and shall file a copy of its disapprovals and Certificates, including any conditions or limitations, with the office of the Town Clerk and the Building inspector. The date of issuance of a Certificate or disapproval shall be the date of the filing of a copy of such Certificate or disapproval with the office of the Town Clerk.
- 7.11 If the Commission should fail to issue a Certificate or a disapproval within sixty (60) days of the filing of the application for a Certificate, or within such further time as the applicant may allow in writing, the Commission shall thereupon issue a Certificate of Hardship due to failure to act.
- 7.12 Each Certificate issued by the Commission shall be dated and signed by its chairman or such other person designated by the Commission to sign such Certificates on its behalf.
- 7.13 A Person Aggrieved by a determination of the Commission may, within twenty (20) days of the issuance of a Certificate or disapproval, file a written request with the Commission for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the Boston Metropolitan Area Planning Agency. The finding of the person or persons making such review shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the Commission, unless a further appeal is sought in the Superior Court as provided in Chapter 40C, Section 12A. The filing of such further appeal shall occur within twenty (20) days after the finding of the arbitrator has been filed with the office of the Town Clerk.

## 8. CRITERIA FOR DETERMINATIONS

- 8.1 In deliberating on applications for Certificates, the Commission shall consider, among other things, the historic and architectural value and significance of the site, Building or Structure; the general design, proportions, detailing, mass, arrangement, texture, and material of the exterior architectural features involved; and the relation of such exterior architectural features to similar features of Buildings and Structure in the surrounding area.
- 8.2 In the case of new Construction or additions to existing Buildings or Structures, the Commission shall consider the appropriateness of the scale, shape, siting and proportions of the Building or Structure both in relation to the land area upon which the Building or Structure is situated and in relation to Buildings and Structures in the vicinity. The Commission may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or bylaw.
- 8.3 The Commission shall not consider interior arrangement or architectural features not subject to view from a Public Way.



- 8.4 The Commission shall not consider uses for the Building or Structure.
- 8.5 When ruling on applications for Certificates on solar energy systems as defined in Section 1A of Chapter 40A, the Commission shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

## 9. EXCLUSIONS

- 9.1 The Commission shall exclude from its purview the following:
  - 9.1.1 Temporary Buildings, Structures, or signs, subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the Commission may reasonably specify.
  - 9.1.2 Terraces, walks, driveways, sidewalks and similar Structures, provided that any such Structure is substantially at grade level.
  - 9.1.3 Storm windows and doors, screen windows and doors, shutters, and window and wall air conditioners.
  - 9.1.4 The color of exterior paint or the color of materials used on roofs.
  - 9.1.5 Flagpoles, sculpture, mailboxes (freestanding or attached), window boxes, gutters and leaders, house numbers, and garden furniture.
  - 9.1.6 Buildings that are less than 70 years old are exempt from review of Alterations and additions, unless the Alterations affect more than 25 percent of any façade visible from a Public Way or unless any addition visible from a public way increase such Buildings by more than 25 percent.
  - 9.1.7 The reconstruction, substantially similar in exterior design, of a Building, Structure, or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within two years thereafter and carried forward with due diligence.
- 9.2 Upon request the Commission shall issue a Certificate of Non-Applicability with respect to Construction or Alteration in any category not subject to review by the Commission in accordance with the above provisions.
- 9.3 Nothing in this bylaw shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within a District which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any Construction or Alteration under a permit duly issued prior to the effective date of this bylaw.

## 10. CATEGORICAL APPROVAL

Additional Exclusions: Certain categories of exterior architectural features may be Constructed or Altered without review by the Commission, provided such Construction or Alteration do not substantially derogate the intent and purposes of the District and of G.L. c.40C. The Commission may, upon conducting a public hearing, exclude from its purview exterior architectural features, in addition to those listed in Section 9.1, which it determines do not significantly impact the purpose of the District.

## 11. ENFORCEMENT AND PENALTIES

- 11.1 The Commission shall determine whether a particular activity is in violation of this bylaw, and the Commission shall be charged with the non-criminal enforcement of this bylaw, and seeking civil enforcement under G.L. c.40C, Section 12A, after obtaining the necessary authority to do so.
- 11.2 The Commission may designate the Building Inspector to pursue non-criminal disposition under G.L. 40, Section 21D, under direction of the Commission.
- 11.3 The Commission, upon a written complaint of any resident of Reading, or owner of property within Reading, or upon its own initiative, shall institute any appropriate action or proceedings in the name of the Town of Reading to prevent, correct, restrain or abate a violation of this bylaw. In the case where the Commission is requested in writing to enforce this bylaw against any person allegedly in violation of same and the Commission declines to act, the Commission shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within twenty one (21) days of receipt of such request.
- 11.4 Whoever violated any of the provisions of this bylaw shall be punishable for each offense by a fine to be determined by the Commission in accordance with the range of fines determined by MGL Chapter 40 C. Each day during any proportion of which such violation continues to exist shall constitute a separate offense.

## 12. VALIDITY AND SEPARABILITY

The provisions of this bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this bylaw shall continue to be in full force and effect.

## 13. APPENDICES

### Appendix 2: West Street Local Historic District

The West Street Local Historic District shall be a District area under this bylaw. The location and boundaries of the West Street Local Historic District are defined and shown on the Local Historic District Map of the Town of Reading, which is part of this bylaw and shown as exhibit of district boundaries dated August 16, 2004. The delineation of the District area boundaries is based on the parcel boundaries then in existence and shown therein,

or take any other action with respect thereto.

Ad hoc West Street Historic District Study Committee

**ARTICLE 18** To see if the Town will vote to amend the Zoning Bylaw of the Town of Reading by adding the following language to Section 4.3.3 the following language:

**4.3.3.12.1 Waiver of Site Plan**

The Community Development and Planning Commission shall waive with or without conditions the requirement for site plan review for the following reasons:

- a. The construction, expansion or alteration only involves the interior renovation of an existing space and the proposed changes will not result in an adverse impact in the areas described in Section 4.3.3.5., or 4.3.3.6.
- b. The proposed change in use is in the same use category and will not result in an adverse impact in the areas described in Section 4.3.3.5., or 4.3.3.6.
- c. The property has undergone site plan review and approval within the past 5 years and the proposed changes will not result in an adverse impact in the areas described in Section 4.3.3.5 or 4.3.3.6.

If the Community Planning and Development Commission does not act within 30 days of receiving a complete waiver request, the waiver shall be deemed granted, or take any other action with respect thereto.

Community Planning and Development Commission

**ARTICLE 19** To see if the Town will vote to amend the Zoning Bylaw of the Town of Reading by adding the following language to Section 4.3.3 the following language:

**4.3.3.12.2 Waiver of Loading Zone Space Requirements**

The CPDC may waive the requirements of 6.1.1.3 as to the number of loading zone spaces, provided there is no adverse impact in the areas described in Section 4.3.3.6., or take any other action with respect thereto.

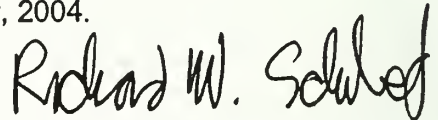
Community Planning and Development Commission



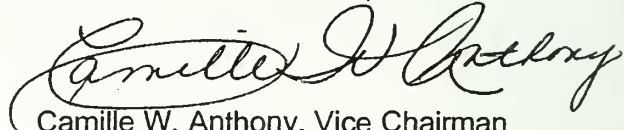
and you are directed to serve this Warrant by posting an attested copy thereof in at least one (1) public place in each precinct of the Town not less than fourteen (14) days prior to November 8, 2004, the date set for the meeting in said Warrant, and to publish this Warrant in a newspaper published in the Town, or by mailing an attested copy of said Warrant to each Town Meeting Member at least fourteen (14) days prior to the time of holding said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time appointed for said meeting.

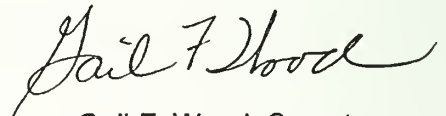
Given under our hands this 21<sup>st</sup> day of September, 2004.



Richard W. Schubert, Chairman



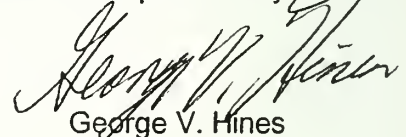
Camille W. Anthony, Vice Chairman



Gail F. Wood, Secretary

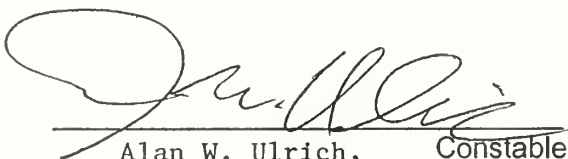


Joseph G. Duffy



George V. Hines

SELECTMEN OF READING



Alan W. Ulrich, Constable

## **READING HOME RULE CHARTER**

### **Preamble**

We, the people of Reading, in order to re-establish our individual sovereignty with respect to the conduct of our local government and to take the fullest advantages inherent in the Home Rule Amendment to the Constitution of the Commonwealth, do hereby adopt the following Home Rule Charter for the Town of Reading.

### **Article 1**

### **EXISTENCE AND AUTHORITY**

#### **Section 1-1: Incorporation**

The inhabitants of the Town of Reading, within the territorial limits established by law, shall continue to be a body corporate and politic under the name "Town of Reading."

#### **Section 1-2: Short Title**

This instrument shall be known and may be cited as the Reading Home Rule Charter.

#### **Section 1-3: Division of Powers**

The administration of all the fiscal, prudential and municipal affairs of the Town shall be vested in an executive branch headed by a Board of Selectmen and a Town Manager. All legislative powers of the Town shall be exercised by a representative Town Meeting.

#### **Section 1-4: Powers of the Town; Intent of the Voters**

It is the intent and the purpose of the voters of the Town of Reading, through the adoption of this Charter, to secure for the Town all of the powers possible to secure under the Constitution and statutes of the Commonwealth, as fully and as completely as though each such power were specifically and individually enumerated herein.

#### **Section 1-5: Interpretation of Powers**

The powers of the Town under the Charter shall be construed and interpreted liberally in favor of the Town, and the specific mention of any particular power is not intended to limit in any way the general powers of the Town as stated in Section 1-4.

#### **Section 1-6: Intergovernmental Relations**

The Town may enter into agreements with any other unit of government to perform jointly or in cooperation, by contract or otherwise, any of its powers or functions.

## **Article 2**

### **REPRESENTATIVE TOWN MEETING**

#### **Section 2-1: Composition**

The legislative body of the Town shall be a representative Town Meeting consisting of one hundred ninety-two (192) members from eight (8) precincts who shall be elected to meet, deliberate, act and vote in the exercise of the corporate powers of the Town.

Each precinct shall be equally represented in Town Meetings by members so elected that the term of office of one-third of the members shall expire each year.

#### **Section 2-2: Realignment of Precincts**

When required by law or every ten (10) years, the Selectmen shall review and, if necessary, redivide the territory of the Town into eight (8) plainly designated precincts. The precincts shall be divided into as nearly an equal number of inhabitants as possible. The territory of each precinct shall be continuous and as compact as possible. The territory of each precinct shall be defined as near as possible by the center line of known streets or other well-defined limits.

Within ten (10) days of any precinct revision, the Selectmen shall file a report on the revisions with the Town Clerk, the Registrars of Voters and the Assessors. The report shall include a map(s) and a list of the inhabitants' names and addresses. The Selectmen shall also post the map and list in the Town Hall and in at least one public place in each precinct.

The revision shall be effective on the date it is filed with the Town Clerk, and the Clerk shall notify the Secretary of State of the revision in writing.

Any townwide election shall be held at the same time ~~in~~ for each precinct at a the place or places designated by the Selectmen.

#### **Section 2-3: Town Meeting Membership**

The registered voters in every precinct shall elect Town Meeting Members in accordance with all applicable election laws. Whenever any precincts are revised, the registered voters shall elect twenty-four (24) Town Meeting Members to represent the precinct. Terms of office shall be determined by the number of votes received. The eight (8) candidates receiving the highest number of votes shall serve for three (3) years, the eight (8) receiving the next highest number of votes shall serve for two (2) years, and the next eight (8) candidates receiving the next highest number of votes shall serve for one (1) year from the day of election.

In the event of a tie, ballot position shall determine the order of finish. At each Annual Election thereafter, the registered voters in each precinct shall elect eight (8) Town Meeting Members to represent the precinct, and shall also elect Town Meeting Members to fill any vacant terms.



After the revision of precincts, the term of office of all Town Meeting Members from the revised precincts shall cease upon the election of their successors. After each election of Town Meeting Members, the Town Clerk shall notify each Town Meeting Member of his election by mail.

In the event of a tie write-in vote for a vacant Town Meeting position, the position shall be filled by a vote of the remaining Town Meeting Members of the precinct, from the write-in candidates whose write-in votes were tied. The Town Clerk shall give notice of the tie vote to the remaining Town Meeting Members of the precinct. The Town Clerk shall set a time and place for a precinct meeting for the purpose of filling the vacancy. The Town Clerk shall give notice of the meeting to precinct Town Meeting Members at least seven (7) days in advance, and shall publish legal notice in a newspaper of general circulation in the community. A vacant position filled in this manner shall be filled for the entire remainder of the term.

*[Special Legislation adopted as Chapter 57 of the Acts of 2002 on March 14, 2002]*

#### **Section 2-4: Town Meeting Sessions**

Any All representative Town Meeting sessions held under the provisions of this Charter shall be limited to the Town Meeting Members elected under Section 2-3, together with the duly elected Moderator. The Town Clerk shall notify the Town Meeting Members of the time and place at which representative Town Meetings sessions are to be held, the notices to be sent by mail at least seven (7) days before the meeting. The Town Meeting Members shall be the judges of the election and qualification of their members. A majority of the Town Meeting Members shall constitute a quorum for doing business. However, a smaller number may organize temporarily and may adjourn from time to time, but no Town Meeting shall adjourn over the date of an election of Town Meeting Members. All Town Meetings sessions shall be public.

#### **Section 2-5: Nomination Procedures**

Nomination of candidates for Town Meeting Member to be elected under this Charter shall only be made by nomination papers bearing no political designation, and signed by not less than ten (10) registered voters from the candidate's precinct. Nomination papers must be filed with the Town Clerk at least twenty-eight (28) days before the election and must be signed by the candidate to be valid.

#### **Section 2-6: Vacancies**

A Town Meeting Member may resign by filing a written notice with the Town Clerk which shall take effect on the date filed. A Town Meeting Member who moves from the Town shall cease to be a Town Meeting Member. A Town Meeting Member who moves from the precinct from which he was elected to another precinct, may shall serve only until the next Annual Town Election.

If any person elected as a Town Meeting Member fails to take his oath of office within thirty (30) days following his notice of election, or fails to attend one-half or more of the total Town Meeting sessions within one year preceding the most recent Annual Town Election, his seat may be declared vacant by a majority vote of Town Meeting.

The Selectmen shall place an Article in the Annual ~~Spring~~-Town Meeting Warrant to

remove any such person. The Town Clerk must notify any such person that he may be removed under this section at least seven (7) days in advance of the Annual ~~Spring~~-Town Meeting. Notice shall be mailed to his last known address.

In the event of a tie write-in vote for a vacant Town Meeting position, the position shall be filled by a vote of the remaining members of the precinct from the write-in candidates whose write-in votes were tied. The Town Clerk shall give notice of the tie vote to the remaining Town Meeting members of the precinct. The Town Clerk shall set a time and place for a precinct meeting for the purpose of filling the vacancy. The Town Clerk shall give notice to precinct Town Meeting members at least 7 days in advance of the meeting, and shall also publish notice of the meeting in a newspaper of general circulation in the community. A vacant position filled in this manner shall be filled for the remainder of the term (*Chapter 57 of the Acts of 2002*)

Any vacancy of a Town Meeting ~~seat-position~~ may be filled until the next Annual Town Election by a vote of the remaining members of the precinct. The balance of any unexpired term shall be filled at the next Annual Town Election. The Town Clerk shall give notice of any vacancy to the remaining Town Meeting Members of the precinct. The Town Clerk shall set a time and place for a precinct meeting for the purpose of temporarily filling any vacancies. The Town Clerk shall give notice of the meeting to precinct Town Meeting Members at least seven (7) days in advance, and shall publish legal notice in a community newspaper of general circulation.

At any precinct meeting, a majority shall constitute a quorum. A majority of votes cast at precinct meetings shall be sufficient to fill vacancies, elect a Chairman and a Clerk or conduct any order of business. The Chairman and Precinct Clerk shall certify any election of the precinct and transmit written acceptance of any person elected Town Meeting Member to the Town Clerk.

#### Section 2-7: Compensation

Town Meeting Members shall serve without compensation.

#### Section 2-8: Presiding Officer

A Moderator, chosen in accordance with the provisions of Article 3, Section 3-7, shall preside at all sessions of Town Meeting. The Moderator shall regulate the proceedings of all Town Meetings sessions, decide all questions of order and make public declaration of all votes. He may; ~~in open meeting~~, administer the oath of office to any Town Officer and to Town Meeting members. He shall perform other functions as provided by Charter, bylaw, Town Meeting vote or State law. In the absence of the Moderator, Town Meeting shall elect a temporary Moderator.

#### Section 2-9: Clerk of the Meeting

The Town Clerk shall serve as the Clerk of the Town Meeting. In the event of his unavoidable absence, the Town Clerk shall designate a substitute; otherwise, the

Moderator shall appoint a Clerk pro tempore. The Clerk shall give notice of all meetings to the Members and to the public, keep the journal of its proceedings, and perform such other functions as may be provided by the Charter, by statute, by bylaw, or by Town Meeting vote.

#### **Section 2-10: General Powers and Duties**

All legislative powers of the Town shall be vested in the representative Town Meeting except as otherwise provided by law or the Charter. The Town Meeting shall provide for the exercise of all corporate powers of the Town and for the performance of all duties and obligations of the Town.

#### **Section 2-11: Participation by Non-Town Meeting Members**

Subject to conditions that may be determined from time to time by Town Meeting Members, any ~~inhabitant of the Town~~ person who is not a Town Meeting Member may be allowed to speak at any representative Town Meeting but shall not vote.

At the request of the Moderator or Town Meeting, any Town Officer or Department Head shall be present at any session of Town Meeting for the purpose of responding to questions of Town Meeting Members.

#### **Section 2-12: Establishment of Standing Committees**

The Town Meeting may from time to time, by bylaw, establish standing committees to which shall be referred Warrant Articles for study, review and report in advance of the sessions of the Town Meeting.

In establishing standing committees, Town Meeting shall also provide for the method of appointment of members. The method of appointment shall be by an existing multiple-member body or shall be by a multiple-member appointment committee established for that purpose.

*[Amended November 19, 2001 (Article 12)]*

#### **Finance Committee**

There shall be a Finance Committee consisting of nine (9) voters of the Town, appointed for three year staggered terms so arranged that three (3) terms expire each year. No member of the Finance Committee shall be an elected or appointed Town Officer or an employee of the Town. A member of the Finance Committee may be an elected Town Meeting Member but shall serve on no other standing committee.

~~The Finance Committee members shall be appointed by an Appointment~~ Committee chaired by the Moderator, consisting of the Moderator who shall have one vote, the Chairman of the Board of Selectmen who shall have one vote, and the Chairman of the Finance Committee who shall have one vote, ~~chaired by the Moderator~~. The terms of Finance Committee Members shall expire on the first day of July. No Finance Committee Member shall serve for more than three (3) consecutive terms. Any vacancy on the committee shall be filled by the Appointment Committee.

The Finance Committee shall have all the powers and duties granted to Finance Committees under the ~~L~~aws of the Commonwealth, Town bylaws, Town Meeting vote



and other applicable laws. In addition to these powers, the Finance Committee shall have the power to investigate the books, accounts, records and management of any office, board or committee in Town, and may use agents in carrying out such investigations. The Finance Committee shall report its findings, approval or disapproval on all ~~Articles~~ **Articles** which ~~Articles~~ that involve the expenditure of funds in the Warrant in writing at least seven (7) days before Town Meeting. Such a report shall not preclude further action or reconsideration by the Finance Committee.

### **Committee on Bylaws**

There shall be a Bylaw Committee consisting of five (5) voters of the Town, appointed for three (3) year staggered terms ~~by the Moderator~~. The Bylaw Committee shall propose and consider changes in the bylaws or Charter, and petitions for a special act, or local acceptance of a State Statute which is subject to Town Meeting acceptance, and shall report its findings on all such Articles in the Warrant in writing at least seven (7) days before Town Meeting. Such a report shall not preclude further action or reconsideration by the Bylaw Committee.

Bylaw Committee members shall be appointed by an Appointment Committee chaired by the Moderator, consisting of the Moderator who shall have one vote, the Chairman of the Board of Selectmen who shall have one vote, and the Chairman of the Bylaw Committee who shall have one vote. The terms of Bylaw Committee Members shall expire on the first day of July. Any vacancy on the committee shall be filled by the Appointment Committee.

### **Rules Committee**

There shall be a Rules Committee, chaired by the Town Moderator who shall be a non-voting member, consisting of the Precinct Chairmaen, which shall review all aspects of the operation of Town Meeting, and make an Annual Report in writing to Town Meeting setting forth its findings, recommendations, and proposals for rules governing the conduct of Town Meeting.

### **Section 2-13: Warrant Articles**

Except for procedural matters, all subjects to be acted upon by the Town Meeting shall be placed on Warrants issued by the Board of Selectmen. The Board of Selectmen shall place on such Warrants all subjects requested by: (a) any two or more Selectmen; (b) any elected or appointed Town board; (c) any ten (10) or more voters for the Annual or Subsequent -Town Meeting-~~or~~ (d) any one hundred (100) or more voters for a Special Town Meeting and (de) any other person or agency as may be authorized by bylaw or otherwise. All subjects submitted to the Board of Selectmen under this section shall be placed on a Warrant for the next Town Meeting, regular or special.

Promptly following receipt by the Board of Selectmen of any such subject for a Town Meeting Warrant Article, a copy of the Article shall be posted on the Town Bulletin Board and otherwise distributed as may be provided by bylaw. Additional copies shall be kept available for distribution by the Town Clerk.

### **Section 2-14: Meetings**

The Town Meeting shall meet at least twice in each calendar year. The Annual Town Meeting shall be held during the first six calendar months at a time fixed by bylaw, and shall be primarily concerned with the determination of matters that have a fiscal effect on the Town including, but not limited to, the adoption of an annual operating budget for all Town agencies. A Subsequent Town Meeting shall be held during the last three calendar months at a time fixed by bylaw. In addition to the two meetings required by this section, the Board of Selectmen may in any manner provided under the General Laws of the Commonwealth or the Charter, for the purpose of acting upon the legislative business of the Town in an orderly and expeditious manner, call the Town Meeting into session at other times by the issuance of a Warrant.

### **Section 2-15: Referendum Procedures**

No final affirmative vote of a Town Meeting on any Warrant Article shall be operative until after the expiration of seven (7) days following the dissolution of the Town Meeting except the following: (a) a vote to adjourn or dissolve; (b) votes appropriating money for the payment of notes or bonds of the Town and interest becoming due within the then current fiscal year; (c) votes for the temporary borrowing of money in anticipation of revenue or; (d) a vote declared by preamble by a two-thirds vote of Town Meeting to be an emergency measure necessary for the immediate preservation of the peace, health, safety or convenience of the Town. If a referendum petition is not filed within the said seven (7) days, the votes of the Town Meeting shall then become operative.

If, within said seven (7) days, a petition signed by not less than three (3) percent of the voters certified by the Registrars of Voters, containing their names and addresses, is filed with the Board of Selectmen requesting that any question be submitted to the voters, then the operation of such vote shall be further suspended pending its determination as provided below. The Board of Selectmen shall, within ten (10) days after the filing of such petition, call a Special Election that shall be held within thirty (30) days or such longer period as may be required by law after issuing the call, for the purpose of presenting to the voters any such question. If, however, a regular or special election is to be held not more than sixty (60) days following the date the petition is filed, the Board of Selectmen may provide that any such question be presented to the voters at that election.

Any question so submitted shall be determined by a majority vote of the voters voting in said election, but no action of the Town Meeting shall be reversed unless at least twenty percent (20%) of the eligible voters vote in such election.

Each question so submitted shall be in the form of the following question which shall be placed on the official ballot: - "shall the Town vote to approve the action of the representative Town Meeting whereby it was voted (brief description of the substance of the vote in substantially the same language and form in which it was stated when presented by the Moderator to the Town Meeting, as appears in the records of the Clerk of the meeting)?"

**Article 3**  
**ELECTED OFFICERS AND BOARDS**

**Section 3-1: General Provisions**

The offices to be filled by the voters shall be the Board of Selectmen, School Committee, Board of Assessors, Board of Library Trustees, Municipal Light Board, Moderator, Vocational School Representative and such members of regional authorities or districts as may be established by statute, interlocal agreement or otherwise.

Only a registered voter of the Town shall be eligible to hold any elective Town office, but no person holding any elective Town office shall simultaneously hold any other elective Town office except that of Town Meeting Member.

Elected Town Officers shall receive no compensation unless specifically voted by Town Meeting.

Notwithstanding their election by the voters, the Town Officers named in this Article shall be subject to the call of the Board of Selectmen at all reasonable times for consultation, conference and discussion on any matter relating to their respective offices.

**Section 3-2: Board of Selectmen**

There shall be a Board of Selectmen consisting of five (5) members elected for three (3) year terms so arranged that as nearly an equal number of terms as possible shall expire each year.

The executive powers of the Town shall be vested in the Board of Selectmen. The Board of Selectmen shall have all of the powers and duties given to Boards of Selectmen under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by bylaw, or by other Town Meeting vote.

The Board of Selectmen shall cause the laws and orders for the government of the Town to be enforced and shall cause a record of all its official acts to be kept. To administer its policies and aid the Board in its official duties, the Board of Selectmen shall appoint a Town Manager, as provided in Article 5. Without limiting the foregoing, the Selectmen shall have all of the powers and duties of the present Personnel Board and such Board is hereby abolished.

The Board of Selectmen shall appoint the Town Manager, Town Counsel, Town Accountant, not more than five (5) Constables, **members of the Recreation Committee**, Council on Aging, Cemetery Trustees, Housing Authority, Community Planning and Development Commission, ~~Insurance Committee~~, Board of Health, Conservation Commission and Board of Appeals, and any other appointed multiple-member bodies for whom no other method of selection is provided by the Charter or by bylaw.

The Board of Selectmen shall be the Licensing Board of the Town and shall have the power to issue licenses, to make all necessary rules and regulations regarding the issuance of such licenses, and to attach such conditions and restrictions thereto as it



deems to be in the public interest, and to enforce the laws relating to all businesses for which it issues licenses.

### **Section 3-3: School Committee**

There shall be a School Committee consisting of six (6) members elected for three (3) year terms so arranged that two (2) terms shall expire each year.

The School Committee shall have all of the powers and duties School Committees are given under the Constitution and General Laws of the Commonwealth and such additional powers and duties as may be authorized by the Charter, by bylaw, or by other Town Meeting vote. The powers of the School Committee shall include, but need not be limited to, the following:

- (a) The School Committee shall appoint a Superintendent of Schools and ~~all other officers and employees associated with the schools, fix their~~ his compensation, define ~~their~~ his duties, make rules concerning ~~their~~ his tenure of office and may discharge ~~them~~ him.
- (b) The School Committee shall make all reasonable rules and regulations, consistent with law, for the administration and management of the public schools of the Town.

### **Section 3-4: Board of Library Trustees**

There shall be a Board of Library Trustees consisting of six (6) members elected for three (3) year terms so arranged that two (2) terms shall expire each year.

The Board of Library Trustees shall have control over the selection of Library materials, and shall have custody and management of the Library and of all property of the Town related thereto, except that the Town Manager shall have responsibility for the maintenance of the Library building and grounds.

All money or property that the Town may receive **on behalf of the Library** by gift or bequest shall be administered by the Board in accordance with the provisions of such gift or bequest.

The Board shall have all of the powers and duties given to Boards of Library Trustees under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by bylaw, or by other Town Meeting vote.

### **Section 3-5: Municipal Light Board**

There shall be a Municipal Light Board consisting of five (5) members elected for three (3) year terms so arranged that as near an equal number of terms as possible shall expire each year.

The Municipal Light Board shall have charge of all the real estate, facilities, personnel and equipment of the Town pertaining to the production and transmission of electrical power, both within the Town and elsewhere.

The Municipal Light Board shall have all the powers and duties given to cities and towns in respect to municipal lighting plants under G.L., Ch. 164, s. 34 et seq. and other general and special acts pertaining thereto, together with such further powers and duties assigned to them by this Charter, by bylaw, or by other Town Meeting vote.

The Municipal Light Board shall hire the General Manager of the Reading Municipal Light Department and set his compensation; the General Manager shall serve at the pleasure of the Board and may be removed by vote of a majority of the entire Board after notice and hearing.

The Municipal Light Board shall appoint the Accounting Manager or Chief Accountant of the Reading Municipal Light Department; and appoint counsel to the Reading Municipal Light Department.

The Accounting Manager or Chief Accountant, as the case may be, and Counsel shall be subject to the supervision of the General Manager.

The Municipal Light Board shall approve warrants for payments of all bills and payroll of the Municipal Light Department; and shall approve all contracts **which are at or above the competitive sealed bid procedures level as stated in M.G.L. c. 30B, Section 5.** -and, further, all contracts shall be made in accordance with M.G.L. c.30B. Contracts for purchasing of power shall not be subject to M.G.L. c.30B but shall be approved by the Municipal Light Board.

The Municipal Light Board shall employ the Auditor appointed by the Town of Reading Audit Committee.

The Municipal Light Board shall annually set electric rates and approve an annual operating budget and Capital Improvements Program each fiscal year. Such approval will be done by a majority vote of the Municipal Light Board. After the Municipal Light Board has approved an annual operating budget and Capital Improvements Program, it will present them to the Reading Finance Committee and Reading Town Meeting. Upon request of any of the other towns served by the Reading Municipal Light Department, the Municipal Light Board shall make a presentation to the Finance Committee and/or Town Meeting of any such town (s).<sup>22</sup>

*[Amended April 28, 2003 (Article 7)]*

### **Section 3-6: Board of Assessors**

There shall be a Board of Assessors consisting of three (3) members elected for three (3) year terms so arranged that one (1) term shall expire each year.

The Board of Assessors may appoint property appraisers and shall have all the powers and duties given to Boards of Assessors by the Law of the Commonwealth not inconsistent with this Charter.

*[Amended November 30, 1989 (Article 36) and approved by vote of the Town on March 19, 1990]*

### **Section 3-7: Moderator**

There shall be a Moderator elected for a one (1) year term. The Moderator, as provided in Article 2, Section 2-8, shall be an ex officio representative Town Meeting

Member and shall preside and regulate the proceedings at all sessions of the Town Meeting. He shall have all of the powers and duties given to Moderators under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by bylaw, or by other Town Meeting vote. The Town Moderator shall not simultaneously serve as an elected Town Meeting Member or in any other elected municipal office in the Town.

#### **Article 4** **APPOINTED BOARDS AND COMMITTEES**

##### **Section 4-1: Community Planning and Development Commission**

There shall be a Community Planning and Development Commission consisting of five (5) members appointed by the Board of Selectmen for three (3) year terms so arranged that as nearly an equal number of terms as possible shall expire each year.

The Community Planning and Development Commission shall make studies and prepare plans concerning the resources, developmental potential and needs of the Town. The Community Planning and Development Commission shall ~~annually-report annually~~ to the Town giving information regarding the physical condition of the Town, and any plans or proposals known to it affecting the resources, physical development and needs of the Town.

The Community Planning and Development Commission shall have the power to regulate the subdivision of land within the Town by the adoption of Rules and Regulations governing such development. The Community Planning and Development Commission shall have all of the powers and duties given to Planning Boards, Boards of Survey and Industrial Development Commissions under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by bylaw, or by other Town Meeting vote.

##### **Section 4-2: Board of Health**

There shall be a Board of Health consisting of three (3) members appointed by the Selectmen for three (3) year terms so arranged that one (1) term shall expire each year.

The Board of Health shall be responsible for the formulation and enforcement of rules and regulations affecting the public health. It shall have all of the powers and duties given to Boards of Health under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by bylaw, or by other Town Meeting vote.

##### **Section 4-3: Housing Authority**

There shall be a Housing Authority consisting of five (5) members. Four (4) members shall be appointed by the Selectmen, the fifth (5th) member shall be a resident of the Town, appointed by the Commonwealth or as otherwise provided by law. Housing Authority Members shall serve for five (5) year terms so arranged that one (1) term shall expire each year.



The Housing Authority shall have all of the powers and duties given to housing authorities under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by bylaw, or by other Town Meeting vote.

#### **Section 4-4: Board of Appeals**

There shall be a Board of Appeals consisting of ~~three (3)~~ five (5) members and ~~three (3)~~ two (2) associate members appointed by the Board of Selectmen for three (3) year terms so ~~arranged that the term of one member and one associate member shall expire each year.~~ arranged that as nearly an equal number of terms as possible shall expire each year

The Board of Appeals shall have the powers and duties of Zoning Boards of Appeal under the Constitution and General Laws of the Commonwealth, and such additional powers and duties as may be authorized by the Charter, by bylaw, or by Town Meeting vote.

#### **Section 4-5: Cemetery Trustees**

There shall be a Board of Cemetery Trustees consisting of six (6) members appointed by the Selectmen for three (3) year terms so arranged that two (2) terms shall expire each year.

The Board of Cemetery Trustees shall be responsible for the preservation, care, improvement and embellishment of the Town's cemeteries and burial lots therein and such other powers and duties given to the Board of Cemetery Trustees under the Constitution and General Laws of the Commonwealth, by the Charter, by bylaw, or by Town Meeting vote.

#### **Section 4-6: Council on Aging**

There shall be a Council on Aging consisting of ten (10) members appointed by the Selectmen for three (3) year terms so arranged that as near an equal number of terms as possible shall expire each year.

The Council on Aging shall have all the powers and duties given to Councils on Aging by the General Laws, by the Charter, by bylaw, or by Town Meeting vote.

#### **Section 4-7: Commissioners of Trust Funds**

There shall be a Commissioners of Trust Funds consisting of ~~three (3)~~ five (5) members. Three (3) shall be appointed by the Selectmen for three (3) year terms so arranged that one (1) term shall expire each year. In addition, the Board of Selectmen shall appoint one of their members to serve as a full voting member ex officio, and the Town Treasurer/Collector shall serve as a full voting member ex officio.

The Commissioners of Trust Funds shall have all the powers and duties given to them by the Selectmen.

#### **Section 4-8: Conservation Commission**

There shall be a Conservation Commission consisting of seven (7) members appointed by the Selectmen for three (3) year terms so arranged that as near an equal number of terms as possible shall expire each year.

The Conservation Commission shall have all the powers and duties given to Conservation Commissions by the General Laws, by the Charter, by bylaw, or by Town Meeting vote.

#### **Section 4-9: Recreation Committee**

There shall be a Recreation Committee consisting of nine (9) members, eight (8) appointed by the Board of Selectmen, and one (1) appointed by the School Committee for three (3) year terms so arranged that three (3) terms shall expire each year.

The Recreation Committee shall be responsible for the evaluation of program activities, formulation of overall plans for the program development, and for the scheduling of Town parks and the field house when not in use by the School Department.

It shall also have all the powers and duties given to Recreation Committees by the Charter, by bylaw, or by Town Meeting vote.

#### **Section 4-10: Other Committees**

The Selectmen shall appoint the following committees and determine the number of members and their term of appointment, not to exceed three (3) years:

- (a) Land- Bank Committee
- (b) Town Forest Committee
- ~~(c) Insurance Committee~~
- (d) Historical Commission

~~The Selectmen may appoint advisory committees as they deem appropriate for a specific purpose and a definite term of existence.~~

The Board of Selectmen may establish and appoint standing advisory committees from time to time for a specific purpose. Such committees shall be considered a "multiple-member body" as defined in the charter, shall be appointed in accordance with the process detailed in section 8-12., and members shall physically reside in the Town of Reading at the time of their appointment and during their term of office.

Any of the elected boards or committees as listed in Article 3 of the Charter may, from time to time, establish and appoint ad hoc committees which shall serve no longer than 12 months. The term may be extended one time only for up to an additional 12 months. Each ad hoc committee shall be considered a "multiple-member body" as defined in the Charter, and shall be bound by all laws of the Commonwealth of Massachusetts but shall not be required to meet the requirements of Section 8-12 of the Reading Home Rule Charter as to the appointment process.

### **Article 5 TOWN MANAGER**

### **Section 5-1: Appointment, Qualifications, Term**

The Board of Selectmen shall appoint a Town Manager without term and fix his compensation within the amount annually appropriated for that purpose. ~~The Office of~~ Town Manager shall not be subject to a personnel bylaw, if any. The Town Manager shall be appointed solely on the basis of his executive and administrative qualifications. He shall be a professionally qualified person of proven ability, especially fitted by education, training and previous experience. He shall have had at least five (5) years of full-time paid experience as a City or Town Manager or Assistant City or Town Manager, or the equivalent level public or private sector experience.

The terms of the Town Manager's employment shall be the subject of a written agreement setting forth his compensation, vacation, sick leave, benefits, and such other matters (excluding tenure) as are customarily included in an employment ~~contract~~ agreement. ~~The contract shall not provide termination benefits in excess of those provided in Article 5, Section 5-5(d). During his term, While serving as Town~~ Manager he shall devote full time to the office (and except as expressly authorized by the Board of Selectmen) shall not engage in any other business or occupation, and (except as expressly provided in the Charter) shall not hold any other public office, elective or appointive, in the Town.

With the approval of the Selectmen, he may serve as the Town's representative to regional boards, commissions and the like but shall not receive additional salary from the Town for such services.

*[Amended November 10, 1997 (Article 7) and approved by vote of the Town on March 24, 1998]*

### **Section 5-2: Powers and Duties**

The Town Manager shall be the Chief Administrative Officer of the Town and shall be responsible to the Board of Selectmen for the proper administration of all Town affairs placed in his charge by or under the Charter. The Town Manager shall have the following powers and duties:

- (a) Supervise and be responsible for the efficient administration of all functions under his control, as may be authorized by the Charter, by bylaw, by other Town Meeting vote, or by the Board of Selectmen, including all officers appointed by him and their respective departments.
- (b) Appoint, and may remove, subject to the civil service laws where applicable, Treasurer-Collector, Town Clerk, Police Chief, Fire Chief, ~~Civil Defense Director~~ and all other department heads, all officers and all subordinates and employees for whom no other method of appointment is provided in the Charter, except persons serving under the School Committee, Municipal Light Board and Board of Library Trustees, and appointments made by the representatives of the Commonwealth. The Town Manager's appointment of the Police Chief, Fire Chief and ~~Civil Defense Director~~ shall be subject to confirmation by the Board of Selectmen. Any full- or part-time Department Head, under the direct supervision of an appointed board, shall be appointed by the Town Manager subject to



approval of such appointed board. In the event that the Board fails to take action within fourteen (14) days after notice to the Board of the Town Manager's appointment, the Board shall be deemed to have approved the appointment.

- (c) Administer all personnel policies, practices and related matters for all municipal employees as established by any compensation plan, personnel policy guide or bylaw, and all collective bargaining agreements entered into by the Board of Selectmen on behalf of the Town.
- (d) Fix the compensation of all Town officers and employees appointed by him within the limits established by the appropriations, and any compensation plan adopted by the Town Meeting.
- (e) Attend all regular and special meetings of the Board of Selectmen, except meetings at which his own removal is to be discussed, unless excused at his own request, and shall have a voice, but no vote, in all discussions.
- (f) Attend all sessions of the Town Meetings, and shall answer all questions directed to him that are related to his office.
- (g) See that all of the provisions of the General Laws, of the Charter, of the bylaws and other Town Meeting votes, and votes of the Board of Selectmen that require enforcement by him, or officers and employees subject to his direction and supervision, are faithfully carried out.
- (h) Prepare and submit a proposed Annual Operating Budget, and a proposed Capital Improvements Program as provided in Article 7.
- (i) Assure that a full and complete record of the financial and administrative activities of the Town is kept, and shall render a full report to the Board of Selectmen at the end of each fiscal year, and at such other times as may be required by the Selectmen.
- (j) Keep the Board of Selectmen fully informed as to the financial condition and needs of the Town, and shall make such recommendations to the Board of Selectmen as he deems necessary or expedient.
- (k) Have full jurisdiction over the rental and use of all Town facilities, except those under the jurisdiction of the School Committee, Library Trustees, and Municipal Light Board, and properties designated by bylaw or other Town Meeting vote. He shall be responsible for the maintenance and repair of all Town property which is designated to be under his control.
- (l) May at any time inquire into the conduct of any officer, employee or department under his control.
- (m) Keep a full and complete inventory of all property of substantial

value belonging to the Town, both real and personal.

- (n) Be responsible for the negotiation of all contracts involving any subject within his jurisdiction and approve the awarding thereof.
- (o) Be responsible for purchasing all supplies, materials and equipment, except those of the School Committee and the Light Board; approve the award of all contracts for all departments and activities of the Town except those of the School Committee ~~or~~ and Light Board; examine and inspect, or cause to be examined and inspected, the quality, quantity and conditions of materials, supplies or equipment delivered to or received by any Town agency; and examine services performed for any Town agency secured through the purchasing procedure.
- (p) Be deemed to be the Executive Officer of the Town under General Laws, C. 258.
- (q) Perform any other duties required of him by the Charter, by bylaw, by other Town Meeting vote, or by the Board of Selectmen.

### **Section 5-3: Ombudsman**

The Town Manager shall appoint himself or some other full-time employee in his office to act as an Ombudsman to all citizens in their day-to-day contacts and dealings with the Town, its officials, and boards. The function of the Ombudsman shall be: (a) to direct the citizens to the proper officer, board or committee to deal with the citizen's problem;; (b) to set up appointments for citizens to meet with directors, department heads and boards;; (c) to provide citizens with access to public information within the Town and; (d) to otherwise serve the public in connection with their dealings with the Town. The office of the Town Ombudsman shall be clearly and conspicuously marked within the Town Hall.

### **Section 5-4: Acting Town Manager**

- (a) **Temporary Absence** - By letter filed with the Town Clerk and the Board of Selectmen, the Town Manager shall designate a qualified Town officer or employee to serve as acting Town Manager during any temporary absence anticipated not to exceed ten (10) working days.
- (b) **Long-Term Absence** - In the event of the absence, incapacity or illness of the Town Manager in excess of ten (10) working days, the Board of Selectmen shall appoint a qualified Town officer or employee to serve as Acting Town Manager until the Town Manager returns.
- (c) **Vacancy** - When the office of Town Manager is vacant, or the Town Manager is under suspension as provided in Section 5-5, the Board of Selectmen shall appoint a qualified Town officer or employee to serve as Acting Town Manager until the vacancy is filled or the suspension has been terminated.

In the event of vacancy, the Board of Selectmen shall initiate recruitment

for a new Town Manager without delay and shall appoint a new Town Manager within one hundred twenty (120) days.

- (d) **Term** - No appointment of an Acting Town Manager may exceed ten (10) working days whereupon the appointment may be renewed or another Acting Town Manager appointed.
- (e) **Powers** - The powers of an Acting Town Manager are limited to routine matters requiring immediate action and to making emergency temporary appointments to any Town office or employment within the scope of the Town Manager's responsibilities.

#### **Section 5-5: Removal Procedures**

The Board of Selectmen may remove the Town Manager from office as follows:

- (a) **Notice** - By affirmative vote of a majority of its members, the Board of Selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for the proposed removal. The preliminary resolution may suspend the Town Manager for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered to the Town Manager forthwith following its adoption.
- (b) **Public Hearing** - Within five (5) days after the delivery of the preliminary resolution of removal, the Town Manager may request a public hearing on the reasons cited for removal by filing a written request therefor with the Board of Selectmen. The hearing shall be convened by the Board of Selectmen not less than twenty (20) nor more than thirty (30) days after a request is filed. Not less than five (5) days prior written notice of the date upon which the hearing will commence shall be given to the Town Manager at his last known address. The time limitations set forth herein may be waived in writing by the Town Manager. The Town Manager shall be entitled to file a written statement with the Board of Selectmen responding to the reasons cited for the proposed removal, provided the same is received by the Board of Selectmen not less than forty-eight (48) hours in advance of the time set for the commencement of the public hearing. The Town Manager may be represented by Counsel at the public hearing. He shall be entitled to present evidence, call witnesses and, personally or through Counsel, question any witnesses appearing at the hearing.
- (c) **Removal** - If the Town Manager does not request a public hearing, then upon the expiration of ten (10) days from the date of delivery to him of the preliminary resolution of removal, or if the Town Manager does request a public hearing, then five (5) days from the completion of the public hearing or forty-five (45) days from the date of the adoption of the preliminary resolution, whichever occurs later, the Board of Selectmen may by a vote of a majority of its members adopt a final resolution of removal that shall be effective upon adoption. Failure to adopt a final resolution of removal within the time limitations provided in this section



shall nullify the preliminary resolution of removal. The action of the Board of Selectmen in suspending or removing the Town Manager shall be final, it being the intention of this provision to vest all authority and fix all responsibility for such suspension or removal in the Board of Selectmen. The Town Manager shall continue to receive his salary until a final resolution of removal has become effective.

- (d) Severance - Upon the termination of the Town Manager's appointment, whether voluntary or otherwise, he shall receive termination pay ~~equal to one (1) month's salary for each full year of service as Town Manager,~~ as determined by the Board of Selectmen, not to exceed ~~three (3)~~ twelve (12) month's salary in total. To be eligible for this benefit upon voluntary termination, the Town Manager must give the Board of Selectmen sixty (60) days written notice of intent to leave. This benefit will not be available if the Town Manger is terminated for cause.

## Article 6 ADMINISTRATIVE ORGANIZATION

### Section 6-1: Creation of Departments, Agencies and Offices

~~The organization of the Town into operating agencies may be accomplished through either method provided in this section.~~

~~(a) Bylaws - Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Town Meeting may, by bylaw, reorganize, consolidate, or abolish any Town agencies, in whole or in part, and establish such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency provided, however, that no function assigned by the Charter to a particular Town agency may be discontinued or, unless the Charter so provides, assigned to any other.~~

~~(b) Administrative Code - Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Board of Selectmen, after consultation with the Town Manager, may from time to time prepare and submit to the Town Meeting for approval as an administrative code a plan of organization or reorganization, or amendments to any existing plan for the orderly, efficient or convenient conduct of the business of the Town.~~

~~The administrative code may reorganize, consolidate or abolish any Town agencies in whole or in part and establish such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency and for such purpose, transfer the powers and duties and so far as is consistent with the use for which the funds were voted by the Town, transfer the appropriations of one Town agency to another. However, no function assigned by the Charter~~

~~to a particular Town agency may be discontinued, or unless the Charter specifically so provides, assigned to any other.~~

~~Whenever the Board of Selectmen prepares such a plan, it shall hold one or more public hearings on the proposal giving notice by publication in a local newspaper not less than seven (7) days in advance, which notice shall describe the scope of the proposal and the time and place at which the hearing shall be held. Following such public hearing, the Board of Selectmen shall submit to the Town Meeting, by Warrant Article, its proposal which it may have modified subsequent to the public hearing.~~

~~An administrative code shall become effective at the expiration of ninety (90) days following the date of the Town Meeting at which the proposal is submitted unless the Town Meeting shall, by a majority vote within that time, vote to disapprove the code.~~

~~The Town Meeting may vote only to approve or disapprove the code and may not vote to amend or alter it.~~

#### Section 6-2: Table of Organization

~~The Town Manager shall prepare for submission to the Board of Selectmen a table of organization establishing personnel requirements within the Town agencies created by Charter, by bylaw, by administrative code, or by other means. The table of organization shall become effective unless rejected by the Board of Selectmen within thirty (30) days following the date of its submission.~~

#### Section 6-1: Creation of Departments, Agencies and Offices

The organization of the Town into operating agencies shall be accomplished through the establishment of an Administrative Code, either by adoption of a bylaw or by the adoption of a Table of Organization, both as provided in this section:

(a) Bylaws - Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Town Meeting may, by bylaw, approve the reorganization, consolidation, or abolishment of any Town agencies, in whole or in part, and the establishment of such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency

(b) Table of Organization – Subject only to express prohibitions in the Constitution, the General Laws or the Charter, the Board of Selectmen, after consultation with the Town Manager, may from time to time, prepare and submit to the Town Meeting for approval a table of organization or reorganization, or amendments to any existing table of organization for the orderly, efficient or convenient conduct of the business of the Town.

The administrative code may reorganize, consolidate or abolish any Town agencies in whole or in part and establish such new Town agencies as it deems necessary or advisable. It may prescribe the functions of any Town agency and, for such purpose, transfer the powers and duties and, so far as is



consistent with the use for which the funds were voted by the Town, transfer the appropriations of one Town agency to another. However, no function assigned by the Charter to a particular Town agency may be discontinued, or unless the Charter specifically so provides, assigned to any other.

Whenever the Board of Selectmen prepares such a bylaw or table, the Board shall hold one or more public hearings on the proposal giving notice by publication in a local newspaper not less than seven (7) days in advance, which notice shall describe the scope of the proposal and the time and place at which the hearing shall be held. Following such public hearing the Board of Selectmen shall submit to the Town Meeting, by Warrant Article, its proposed Administrative Code which it may have modified subsequent to the public hearing.

An administrative code shall become effective at the expiration of ninety (90) days following the date of the Town Meeting at which the proposal is submitted, unless the Town Meeting shall, by a majority vote within that time, vote to disapprove the code.

The Town Meeting may vote only to approve or disapprove the administrative code and may not vote to amend or alter it, except that a substitute motion may be moved by a majority of the Board of Selectmen.

#### Section 6-2: Publication of Administrative Code and Table of Organization

For the convenience of the public, the administrative code, if adopted as a Table of Organization, shall be printed as an appendix to, but not an integral part of, the bylaws of the Town. The Table of Organization shall also be published annually in the Town Report.

#### Section 6-3: Publication of Administrative Code and Table of Organization

~~For the convenience of the public, the administrative code and any amendments thereto shall be printed as an appendix to, but not an integral part of, the bylaws of the Town. The table of organization prepared by the Town Manager shall be published annually in the Town Report.~~

#### Section 6-43: Department of Public Works

- (a) Establishment and Scope – There shall be a Department of Public Works responsible for the performance of all public works activities of the Town placed under its control by the Charter, by bylaw, by administrative code or otherwise including, but not limited to, protection of natural resources, maintenance of all municipal buildings and grounds except those of the School and Municipal Light Departments, water supply and distribution, sewers and sewerage systems, streets and roads, parks and playgrounds, refuse collection and disposal, and forestry services, and cemetery services.

The Department of Public Works shall assume all of the duties and responsibilities in the performance of public works functions including, but not limited to, those performed prior to the adoption



of the Charter by or under the authority of the Department of Public Works.

- (b) **Director of Public Works** – The Department of Public works shall be under the direct control of a Director of Public Works who shall be appointed by and who shall be directly responsible to the Town Manager. The Director of Public Works shall serve at the pleasure of the Town Manager. He shall be a person especially fitted by education, training and previous experience to perform the duties of the office.

The Director of Public Works shall be responsible for the supervision and coordination of all divisions within the department in accordance with State statutes, Town bylaws, administrative code and directives of the Town Manager.

- (c) **Policy Formulation** – The Board of Selectmen, acting through the Town Manager, shall be responsible for the overall supervision of the Department of Public Works and for the establishment of policies and priorities to govern the operation of the department.

The Board of Selectmen shall have the same power to adopt rules and regulations and grant licenses previously given by law to the Department of Public Works and its predecessor water, sewer and park commissions.

#### **Section 6-54: Town Counsel**

**Appointment, Qualifications, Term of Office** – The Board of Selectmen each year shall appoint a Town Counsel and fix his compensation within the amount annually appropriated for that purpose. The person appointed and employed by the Selectmen as Town Counsel shall be a member in good standing of the bar of the Supreme Judicial Court of Massachusetts and of all other courts before which he has been admitted to practice. Any Special Counsel employed by the Selectmen shall be a member in good standing of the bar of all courts before which he has been admitted to practice.

**Powers and Duties** – In addition to those duties which the Selectmen may request or authorize the Town Counsel to perform, he shall have the following powers and duties:

- (a) The Town Counsel shall examine and report to the Town Manager upon the title to any land to be acquired by the Town or any Town agency.
- (b) The Town Counsel shall, when requested, ~~counsel~~ advise with respect to all contracts, bonds, deeds and other legal instruments to which the Town is a party, or in which any right or interest of the Town is involved.
- (c) The Town Counsel shall advise all Town agencies and officers regarding legal questions relating to their powers and duties.
- (d) The Town Counsel, when requested by the Board of Selectmen, shall appear and conduct, or assist in the conduct of the prosecution, defense

or compromise of any claims, actions and proceedings by, on behalf of, or against the Town or any Town agency.

#### **Section 6-65: Town Accountant**

**Appointment, Qualification, Term of Office** – There shall be a Town Accountant, appointed by the Board of Selectmen. The Town Accountant shall be qualified in accordance with State law, and shall have at least three (3) years prior full time accounting experience. The Town Accountant shall devote his entire time to the performance of his duties and the supervision of the employees of his department. The Town Accountant shall be appointed in March of every year for a one (1) year term to run from the first day of the following April, and shall serve until the qualification of his successor. The Town Accountant may be removed by the Board of Selectmen for cause, and the vacancy filled by them in the same manner as an original appointment for the remainder of the unexpired term.

**Powers and Duties** – The Town Accountant shall be subject to the supervision of the Town Manager. He shall have, in addition to the powers and duties conferred and imposed upon Town Accountants by General Laws, the following powers and duties:

- (a) He shall prescribe the methods of installation and exercise supervision of all accounting records of the several Town officers and agencies. However, any change in the system of accounts shall first be discussed with the Town Manager and the Town agencies affected.
- (b) He shall establish standard practices relating to all accounting matters and procedures and the coordination of systems throughout the Town, including clerical and office methods, records, reports and procedures as they relate to accounting matters. He shall prepare and issue rules, regulations and instructions relating thereto that, when approved by the Town Manager, shall be binding upon all Town agencies and employees.
- (c) He shall draw all Warrants upon the Town Treasurer for the payment of bills, drafts and orders chargeable to the several appropriations and other accounts.
- (d) Prior to submitting any Warrant to the Town Manager, he shall examine and approve as not being fraudulent, unlawful or excessive, all bills, drafts and orders covered thereby. In connection with any such examinations, he may make inspection as to the quality, quantity and condition of any materials, supplies or equipment delivered to or received by any Town officer or agency. If, upon examination, it appears to the Town Accountant that any such bill, draft or order is fraudulent, unlawful or excessive, he shall immediately file with the Town Manager and Town Treasurer and Chairman of the Finance Committee a written report of his findings.

- (e) He shall be responsible for a continuous audit of all accounts and records of the Town wherever located.

**Vacancy** – If the Town Accountant is unable to perform his duties because of disability or absence, or if the office is vacant because of resignation, dismissal or death, the Board of Selectmen may appoint a temporary Town Accountant to hold such office and exercise the powers and perform the duties until the Town Accountant who was disabled or absent resumes his duties, or until another Town Accountant is duly appointed. Said temporary appointment shall be in writing, signed by the Board of Selectmen and filed in the office of the Town Clerk.

#### **Section 6-76: Town Treasurer-Collector**

**Appointment, Qualifications, Term of Office** – There shall be a Town Treasurer-Collector, appointed by the Town Manager for a term of one year. The Town Treasurer-Collector shall be qualified in accordance with State law. The Town Treasurer-Collector shall devote his entire time to the performance of his duties and the supervision of the employees of his department.

The Town Treasurer-Collector shall be appointed in March of every year for a one (1) year term to run from the first day of the following April and until the qualification of his successor. The Town Treasurer-Collector may be removed by the Town Manager for cause, and the vacancy filled by him in the same manner as an original appointment, for the remainder of the unexpired term.

**Powers and Duties** – The Town Treasurer-Collector shall be subject to the supervision of the Town Manager. He shall have, in addition to the powers and duties conferred and imposed upon Town Treasurers and Town Collectors, by General Laws, the following powers and duties:

- (a) The Town Treasurer-Collector shall supervise and be responsible for the collection and receipt of all sums and accounts due, owing or paid to the Town including taxes and fees, and shall act as the Town Collector of Taxes.
- (b) The Town Treasurer-Collector shall report to the Town Manager at such times as he may direct or as he may deem appropriate, but at least semi-annually, as to all uncollected claims or accounts due or owing to the Town. Such reports shall include the Town Treasurer-Collector's recommendations as to whether suit should be instituted on behalf of the Town for the establishment or collection of any claim or account for the benefit of the Town.
- (c) The Town Treasurer-Collector shall supervise and be responsible for the prompt deposit, safekeeping and management of all monies collected or received by the Town.
- (d) The Town Treasurer-Collector shall be the custodian of all funds, monies, securities or other things of value which are or have been



given, bequeathed or deposited in trust with the Town for any purpose, including the preservation, care, improvement or embellishment of any of the Town's cemeteries or burial lots therein.

The Town Treasurer-Collector shall invest the same as directed by the Board of Cemetery Trustees and the Board of Trust Fund Commissioners, and shall distribute the income therefrom on the order of said trustees or Trust Fund Commissioners.

## **Article 7**

### **FINANCES AND FISCAL PROCEDURES**

#### **Section 7-1: Fiscal Year**

The fiscal year of the Town shall begin on July first (1<sup>st</sup>) and end on June thirtieth (30<sup>th</sup>), unless another provision is made by General Law.

#### **Section 7-2: Submission of Proposed Budget**

At least four (4) months before the start of the fiscal year, the Town Manager shall submit to the Finance Committee a proposed budget for the ensuing fiscal year with an accompanying budget message and supporting documents.

He shall simultaneously provide for the publication in a local newspaper of a general summary of the proposed budget, and a notice stating the times and places where complete copies of his proposed budget shall be available for examination by the public.

#### **Section 7-3: School Committee Budget**

The budget adopted by the School Committee shall be submitted to the Town Manager in sufficient time to enable him to prepare the total Town budget he is required to submit by Section 7-2.

- (a) **Public Hearing** – At least fourteen (14) days before the meeting at which the School Committee is to vote on its final budget request, the School Committee shall cause to be published in a local newspaper a general summary of its proposed budget. The summary shall indicate specifically any major variations from the present budget and the reasons for such variations and a notice stating: (1) the times and places where complete copies of the budget shall be available or examination by the public, and (2) the date, time and place, not less than seven (7) nor more than fifteen (15) days following such publication, when a public hearing shall be held by the School Committee on the proposed budget.
- (b) **Adoption** – The action of the School Committee in adopting the budget following the public hearing shall be summarized and the vote shall be duly recorded.

#### **Section 7-4: Budget Message**

The budget message submitted by the Town Manager shall explain the proposed budget for all Town agencies, both in fiscal terms and in terms of work programs. It shall outline proposed financial policies of the Town for the ensuing fiscal year; describe important features of the budget; indicate any major variations from the budget for the current year in financial policies, expenditures and revenues together with the reasons for such changes; summarize the Town's debt position and include such other material as the Town Manager deems desirable.

#### **Section 7-5: The Proposed Budget**

The proposed budget shall provide a complete financial plan of all Town funds and activities, including the budget as requested by the School Committee for the ensuing year. Except as may otherwise be required by General Law or by the Charter, it shall be in the form the Town Manager deems desirable. In his presentation of the budget, the Town Manager shall make use of modern concepts of fiscal presentation so as to furnish a maximum amount of information and the best financial control. The budget shall be so arranged as to show the actual and estimated income and expenditures for the previous, current and ensuing fiscal years and shall indicate in separate sections:

- (a) Proposed expenditures for current operations during the ensuing fiscal year, detailed by Town agency, function and work programs, and the proposed methods of financing such expenditures.
- (b) Proposed capital expenditures during the ensuing fiscal year, detailed by Town agency, and the proposed method of financing each such capital expenditure.
- (c) Estimated surplus revenue and free cash at the end of the current fiscal year, including estimated balances in any special accounts established for specific purposes.
- (d) Set forth all encumbered funds from prior fiscal years.

#### **Section 7-6: Action on the Budget**

- (a) **Public Hearing** – The Finance Committee shall, forthwith upon receipt of the proposed budget, provide for publication in a local newspaper of a notice stating the date, time and place, not less than five (5) nor more than fourteen (14) days following such publication, when a public hearing shall be held by the Finance Committee on the proposed budget.
- (b) **Finance Committee Meetings** – The Finance Committee shall consider in public meetings the detailed expenditures for each Town agency proposed by the Town Manager, and may confer with representatives of any such agency in connection with such considerations. The Finance Committee may require the Town Manager or any other Town agency to provide such additional information as it deems necessary or desirable in furtherance of its responsibility.
- (c) **Presentation to the Town Meeting** – The Finance Committee shall file a report of its recommendations with the Town Clerk in sufficient time to be

distributed to all Town Meeting Members at least fourteen (14) days before the action on the budget article is to begin. The budget to be acted upon by the Town Meeting shall be the budget as proposed by the Finance Committee which budget may be amended by the Town Meeting.

- (d) All Warrant Articles requiring an appropriation in excess of five hundred dollars (\$500.00) shall be integrated into the Town Manager's budget, and shall be considered and reported thereon by the Finance Committee.

#### **Section 7-7: Capital Improvements Program**

The Town Manager shall submit a Capital Improvements Program to the Board of Selectmen and the Finance Committee at least thirty (30) days before the date fixed for submission of his proposed budget. It shall contain: (a) a clear, concise general summary of its contents; (b) a list of all capital improvements proposed to be undertaken during the ensuing five (5) years, with supporting information as to the need for each capital improvement; (c) cost estimates, methods of financing and recommended time schedules for each improvement and (d) the estimated annual cost of operating and maintaining each facility and piece of major equipment involved. This information is to be annually revised with regard to the capital improvements still pending or in the process of being acquired, improved or constructed.

#### **Section 7-8: Financial Public Records**

Statements summarizing the budget and the Capital Improvements Program and related Warrant Articles, as adopted by the Town Meeting, shall be made available in the office of the Town Manager for examination by the public not more than twenty (20) days after their adoption.

#### **Section 7-9: Approval of Financial Warrants**

Warrants for the payment of Town funds prepared by the Accountant in accordance with the provisions of the General Laws shall be submitted to the Town Manager. The approval of any such Warrant by the Town Manager shall be sufficient authority to authorize payment by the Town Treasurer, but the Board of Selectmen shall approve all Warrants in the event of a vacancy in the office of Town Manager.

#### **Section 7-10 Building Maintenance Budgets**

The budgets for the maintenance of municipal buildings and school buildings shall be included in one departmental budget and shall be voted upon separately from other budgets by Town Meeting. Any transfers into or out of said building maintenance accounts shall only be made upon approval by Town Meeting or as a Reserve Fund transfer by the Finance Committee.

### **Article 8 GENERAL PROVISIONS**

#### **Section 8-1: Charter Changes**



This Charter may be replaced, revised or amended in accordance with the procedures made available by Article LXXXIX of the amendments to the Constitution of the Commonwealth and the provisions of General Laws, C. 43B. In general terms, this means that any provision of this Charter, except as to the composition, mode of election or

appointment, or terms of office of the legislative body, the Board of Selectmen or Town Manager can be changed by a two-thirds vote of the Town Meeting approved by the voters at the next Town Election.

*[Amended November 19, 2001 (Article 11)]*

### **Section 8-2: Severability**

The provisions of the Charter are severable. If any provision of the Charter is held invalid, the other provisions of the Charter shall not be affected thereby. If the application of the Charter or any of its provisions to any person or circumstance is held invalid, the application of the Charter and its provisions to other persons and circumstances shall not be affected thereby.

### **Section 8-3: Specific Provisions Prevail**

To the extent that any specific provision of the Charter shall conflict with any provision expressed in general terms, the specific provision shall prevail.

### **Section 8-4: References to General Laws**

All references to the General Laws contained in the Charter refer to the General Laws of the Commonwealth of Massachusetts; and are intended to include any amendments or revisions to such chapters and sections or to the corresponding chapters and sections of any rearrangement of the General Laws enacted subsequent to the adoption of the Charter.

### **Section 8-5: Computation of Time**

In computing time under the Charter, if seven (7) days or less, only business days not including Saturdays, Sundays or legal holidays shall be counted; if more than seven (7) days, every day shall be counted.

### **Section 8-6: Number and Gender**

Words importing the singular number may extend and be applied to several persons or things, words importing the plural number may include the singular, and words importing the masculine gender shall include the feminine gender.

### **Section 8-7: Definitions**

Unless another meaning is clearly apparent from the manner in which the word is used, the following words as used in the Charter shall have the following meanings:

- (a) **Charter** – The word “Charter” shall mean this Charter and any amendments to it made through any of the methods provided under Article

LXXXIX of the amendments to the State Constitution.

- (b) Precinct — ~~The word “precinct” shall mean the areas into which the Town is divided for the purpose of electing Town Meeting Members.~~  
Exofficio - A member of any multiple-member body, except a member of the Rules Committee, who, by virtue of his office or position, is appointed to an ad hoc or other multiple-member body. A person serving as an exofficio member shall not be required to take an additional oath of office to serve in such capacity.
- (c) Library — The word “Library” shall mean the Reading Public Library and any branch or branches that may be established thereof.
- (d) Local Newspaper — The word “local newspaper” shall mean a newspaper of general circulation within the Town.
- (e) Majority Vote - The word "majority vote" shall mean as to the Town Meeting a majority of those present and voting provided that a quorum of the body is present. As to all multiple-member bodies, the affirmative vote of a majority of all its members shall be necessary to adopt any motion, order, appointment or approval to take any action not entirely procedural in nature.
- (f) Multiple-Member Body - The word "multiple-member body" shall mean any Board, Commission or Committee consisting of two or more persons, whether elected or appointed.
- (g) Precinct — The word “precinct” shall mean the areas into which the Town is divided for the purpose of electing Town Meeting Members
- (gh) Town - The word "Town" shall mean the Town of Reading.
- (hi) Town Agency - The words "Town agency" shall mean any Board, Commission, Committee, department or office of the Town Government whether elected, appointed or otherwise constituted.
- (ij) Town Bulletin Boards - The words "Town Bulletin Boards" shall mean the bulletin boards on which official Town notices are posted.
- (jk) Town Meeting - The words "Town Meeting " shall mean the representative Town Meeting of the Town established by Article 2.
- (kl) Town Officer - The words "Town Officer" shall mean an elected or appointed official of the Town who, in the performance of his duties of office, exercises some portion of the sovereign power of the Town, whether great or small; however, it shall not include a Town Meeting Member. A person may be a Town Officer whether

or not he receives any compensation for his services.

(4m) **Voters** - The word "Voters" shall mean registered voters of the Town.

#### **Section 8-8: Rules and Regulations**

A copy of all Rules and Regulations adopted by any Town agency shall be filed in the office of the Town Clerk, and made available for review by any person who requests such information. Such Rules and Regulations adopted subsequent to the adoption of this Charter shall not become effective until ten (10) days following the date they are so filed.

#### **Section 8-9: Re-Enactment and Publication of Bylaws**

Within one (1) year of the adoption of this Charter and at intervals of not more than ten (10) years thereafter, proposed revisions or recodification of the bylaws of the Town shall be presented to Town Meeting by the Bylaw Committee.

At least four (4) months prior to the Town Meeting at which action under this section is to be taken, the Committee shall cause to be published in a local newspaper: (a) a report summarizing its recommendations and noting the times and places within the Town where complete copies of the report shall be available for inspection by the public, and (b) the date, time and place not less than two weeks following such publication when a public hearing shall be held by the committee on the preliminary report.

#### **Section 8-10: Procedures of Multiple-Member Bodies**

- (a) **Meetings** - All multiple-member bodies of the Town whether elected, appointed or otherwise constituted shall meet at such times and places within the Town as they may, by their own rules, prescribe. Special meetings of any multiple-member body shall be held on the call of the respective chairman, or by a majority of the members thereof by suitable written notice delivered to the residence or place of business of each member at least twenty-four (24) hours in advance of the time set. A notice of each meeting shall be posted at least forty-eight (48) hours in advance on the Town Bulletin Board, except in the event of an emergency meeting within the meaning of General Laws, C. 39. All meetings of all multiple-member bodies shall, at all times, be open to the public and to the press except as may otherwise be authorized by law.
- (b) **Rules and Minutes** - Each multiple-member body shall determine its own rules and order of business unless otherwise provided by the Charter or by bylaw, and shall provide for keeping minutes of its proceedings. These rules and minutes shall be a public record kept in the office of the Town Clerk, and copies shall be kept available in the Library.
- (c) **Voting** - Except on procedural matters, all votes of all multiple-member bodies shall be taken by a show of hands, or roll call vote, the results of which shall be recorded in the minutes.
- (d) **Quorum** - A majority of the members of the multiple-member body shall constitute a quorum, but a smaller number may adjourn from time to time.

#### **Section 8-11: Elections**



- (a) **Annual Town Elections** - The election of Town Officers and Town Meeting Members, and referenda questions shall be acted upon and determined by voters on official ballots without party or other designation on the date fixed in the bylaws of the Town.
- (b) **Procedures** - All elections conducted pursuant to this Charter shall be conducted in accordance with the election laws of the Commonwealth of Massachusetts.
- (c) Any town-wide election shall be held at the same time in each precinct at the place designated by the Selectmen.

**Section 8-12: ~~Notice of Vacancies on Boards, Committees, and Commissions~~**

Whenever a new Standing Committee is established, or a vacancy occurs on any existing Board, Committee, or Commission, and ~~which vacancy is to be filled in any Town office requiring appointment by the Board of Selectmen or in any multiple-member body, except for positions covered under the civil service law of the Commonwealth, whether such vacancy is~~ by reason of death, resignation, expiration of a fixed term for which a person has been appointed, or otherwise, the Board of Selectmen or other appointing authority shall forthwith cause public notice of the vacancy to be posted on the Town Bulletin Boards for not less than fifteen (15) days. Any person who desires to be considered for appointment to the position may, within fifteen (15) days following the date notice is posted and up until the time the position is actually filled, file with the Town Clerk a statement setting forth in clear and specific terms his qualifications for the position. ~~No permanent appointment to fill such a position shall be effective until at least twenty-eight (28) days have elapsed following such posting and until all persons filing such statements shall have been considered.~~

*[Amended November 13, 1986 (Article 17) and approved by vote of the Town on March 23, 1987]*

**Section 8-13: Recall Procedures**

- (a) **Application** - Any holder of an elective office, other than a Town Meeting Member, with more than six (6) months remaining in the term for which he was elected, may be recalled therefrom by the voters in the manner provided in this section.
- (b) **Recall Petition** - Two hundred and fifty (250) or more voters may file with the Town Clerk an affidavit containing the name of the officer whose recall is sought and a sworn statement of the grounds upon which the petition is based. At least twenty-five (25) names of voters shall be from each of the eight precincts into which the Town is divided. The Town Clerk shall, within twenty-four (24) hours of receipt, submit the petitions to the Registrars of Voters who shall forthwith certify thereon the number of signatures that are names of voters.

If the petitions contain sufficient signatures, the Town Clerk shall thereupon deliver to the first ten voters listed upon the affidavit, petition blanks in such number as requested demanding such recall, printed forms

of which he shall keep available. The blanks shall be issued by the Town Clerk with his signature and official seal attached thereto. They shall be dated, shall be addressed to the Board of Selectmen, shall contain the names of all persons to whom they are issued, the name of the person whose recall is sought, the grounds for recall as stated in the affidavit, and shall demand the election of a successor to the said office. A copy of the affidavit shall be entered in a record book to be kept in the office of the Town Clerk. The recall petitions shall be returned and filed with the Town Clerk within twenty-one (21) days following the date of the filing of the affidavit, signed by at least ten percent (10%) of the voters and containing their names and addresses. However, not more than twenty-five percent (25%) of the total number shall be from any one precinct.

- (c) **Recall Election** - If the petition shall be certified by the Town Clerk to be sufficient, he shall forthwith submit the same with his certificate to the Board of Selectmen. Upon its receipt of the certificate, the Board of Selectmen shall forthwith give written notice of such petition and certificate to the officer whose recall is sought by mailing the same postage prepaid to his address as shown on the most recent voting list and posting such notice on one or more of the Town Bulletin Boards. If said officer does not resign his office within five (5) days after the date of such notice, the Board of Selectmen shall order an election to be held not less than thirty-five (35) nor more than sixty (60) days after the date of the Town Clerk's certificate of the sufficient petition. If, however, any other Town Election is to occur not less than thirty-five (35) nor more than sixty (60) days after the date of the certificate, the Board of Selectmen shall hold the recall election on the date of such other election.

If a vacancy occurs in said office after a recall election has been ordered, the election shall nevertheless proceed as provided in this section, and the ballots for candidates shall, notwithstanding a recall provision to the contrary, be counted to determine a successor in office.

- (d) **Nomination of Candidates** - Any officer whose recall is sought may not be a candidate to succeed himself in the recall election. The nomination of candidates, the publication of the Warrant for the recall election, and the conduct of same shall all be in accordance with the provisions of law relating to elections.
- (e) **Propositions on Ballot** - Ballots used in a recall election shall state the following propositions in the order indicated:

For the recall of (name of officer)  
Against the recall of (name of officer)

Adjacent to each proposition, there shall be a place to vote for either

of the said propositions. After the proposition shall appear the word "candidates" and the names of candidates nominated as required in Section 42 of Chapter 54 of the General Laws. If a majority of the votes cast upon the question of recall is in the affirmative, the candidate receiving the highest number of votes shall be declared elected. If a majority of votes on the question is in the negative, the ballots for candidates need not be counted except as provided in (c) above.

- (f) **Office Holder** - The incumbent shall continue to perform the duties of his office until the recall election. If he is not recalled in the election, he shall continue in office for the remainder of his unexpired term, subject to recall as before, except as provided in this section.

If he is recalled in the election, he shall be deemed removed upon the qualification of his successor who shall hold office during the unexpired term. If the successor fails to qualify within five days after receiving notification of his election, the incumbent shall thereupon be deemed removed and the office vacant.

- (g) **Repeat of Recall Petition** - No recall petition shall be filed against an officer within three (3) months after he takes office, or in the case of an officer subjected to a recall election and not recalled thereby, until at least six (6) months after the election at which his recall was submitted to the voters.

#### **Section 8-14: Removal of Appointees**

Appointing authorities may remove for cause appointees to boards, commissions, committees and offices.

#### **Section 8-15: Resignation of Town Officers**

Any person holding an elective or appointive office may resign his office by filing a resignation with the Town Clerk, and such resignation shall be effective immediately, unless a time certain is specified therein when it shall take effect.

#### **Section 8-16: Town Seal**

The Town Seal in existence at the time of adoption of this Charter shall continue to be the Town Seal and shall be kept in the custody of the Town Clerk. Papers or documents issued from any office or board of the Town may be attested by use of the Town Seal.

### **Article 9**

### **TRANSITIONAL PROVISIONS**

#### **Section 9-1: Continuation of Existing Laws**

- (a) All bylaws, resolutions, rules, regulations, and votes of the Town Meeting which are in force at the time this Charter is adopted, not



inconsistent with the provisions of this Charter, shall continue in force until amended or repealed, including bylaws, if any, which have been passed and have been approved by the Attorney General but have not yet been published.

- (b) Where provisions of this Charter conflict with provisions of Town bylaws, rules, regulations, orders, and special acts and acceptances of General Law, the Charter provisions shall govern. All provisions of Town Bylaws, rules, regulations, orders, and special laws not superseded by this Charter shall remain in force.

#### **Section 9-2: Continuation of Government**

- (a) All contracts or obligations entered into by the Town prior to the effective date of this Charter shall continue in full force and effect.
- (b) No actions or proceedings, whether civil or criminal, pending at the time this Charter shall take effect, brought by or against the Town or any department, board or commission or other Town agency, shall be affected or abated by the adoption of this Charter or by anything therein contained.
- (c) All taxes levied or assessed by the Town prior to the effective date of this Charter which have not been collected by the Town shall be collected, with any penalties thereon, by the duly established Town Government and officers under this Charter.

#### **Section 9-3: Continuation of Personnel**

No person employed by the Town on a permanent full-time basis as of March 1st, in the year of the adoption of this Charter, except elected officials and the Executive Secretary, shall forfeit his pay grade or time in service as a result of the enactment of this Charter. Each such person shall be retained in a capacity as similar to his former capacity as is practical. No such person shall be removed from his position without due cause. Each elected official serving in a paid position in the Town on said March 1st, shall be retained in a capacity as similar to his former capacity as is practical until the expiration of his elected term, or for a period of two (2) years from such date whichever is later, at not less than his current rate of pay. The Executive Secretary shall be retained at not less than his current rate of pay until the date which is thirty (30) days after the initial Town Manager begins work, after which the position of Executive Secretary shall be eliminated.

#### **Section 9-4: Transfer of Records and Property**

All records, property and equipment whatsoever of any agency or part thereof, the powers and duties of which are assigned in whole or in part to another agency, shall be transferred forthwith to such assigned agency.

#### **Section 9-5: Time of Effect**

The Charter shall become fully effective on July 1st of the year receiving its approval by the voters, except as otherwise provided in this section:

- (a) Until such time as the Town Meeting acts, by bylaw or by other Town Meeting vote, to establish a different method of notification of its sessions shall be in accordance with present Town bylaw.
- (b) As of July 1st, in the year in which this Charter is adopted, the Board of Public Works and the Planning Board shall be abolished, and the Selectmen shall appoint the members of the Community Planning and Development Commission. Two members shall be appointed for three (3) year terms, two (2) shall be appointed for two (2) year terms, and one (1) shall be appointed for a one (1) year term.
- (c) The Board of Selectmen shall, immediately following the election at which the Charter is adopted, initiate procedures to recruit a Town Manager. To assist in the recruitment process, the Selectmen shall appoint a Citizen's Screening Committee of not less than three (3) nor more than five (5) members to recommend to the Selectmen by majority vote of all members of the committee not more than five (5) candidates for appointment as Town Manager. There shall be a widespread, diligent search for candidates to be considered.

The appointment to fill this position shall be made effective not later than November 1st in the year in which this Charter is adopted. The initial Town Manager shall receive upon his appointment a starting salary of not less than \$40,000 per year.
- (d) All elected officials serving in positions which have heretofore been elected and who shall henceforth be appointed under the provisions of this Charter shall serve for the balance of their terms, but their successors shall be appointed.
- (e) The powers and duties of the Industrial Development Commission shall be transferred to the Community Planning and Development Commission on July 1st of the year in which this Charter is adopted. The sole exception shall be the Industrial Development Commission's activities in producing, distributing and reviewing the request for proposal as authorized by the November 1985 Town Meeting, which activities may continue until September 30, 1986, at which time the Industrial Development Commission shall be abolished.
- (f) The Municipal Light Board shall continue to consist of three (3) members until the first Town Election after adoption of this Charter.

At such election, three new members shall be elected: one member shall be elected to the three-year term scheduled to expire at such election, one member shall be elected to a new three-year term, and one member shall be elected to a new two-year term. The two persons receiving the highest number of votes in such election shall serve for three (3) years, and the person receiving the third highest

number of votes shall serve for two (2) years.

**Section 9-6: Composition of Certain Boards**

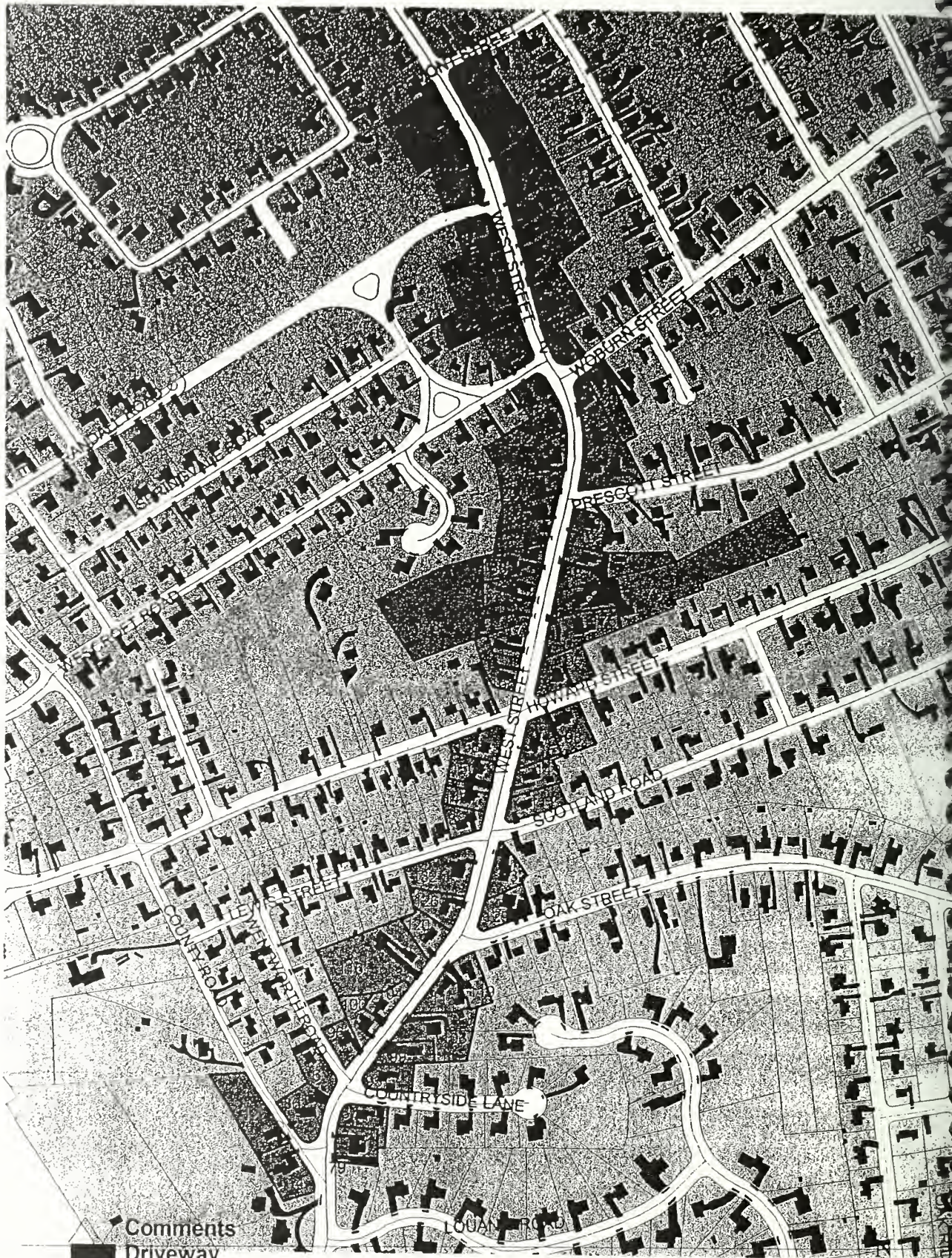
Not later than July 1st in the year in which this Charter is approved by the voters, the Selectmen shall petition the State Legislature for the passage of special legislation to permit the following boards to consist of the number of members provided in Articles 3 and 4 of this Charter: School Committee - six (6) members, Board of Library Trustees - six (6) members, Cemetery Trustees - six (6) members and Council on Aging - ten (10) members. If such legislation is not enacted by the third July 1st following the adoption of this Charter, such boards shall consist of the following number of members: School Committee - seven (7) members, Board of Library Trustees - nine (9) members, Cemetery Trustees - five (5) members and Council on Aging - nine (9) members.

*[Special Legislation adopted as Chapter 679 of the Acts of 1986 on January 7, 1987]*

*Reading Charter Commission January 23, 1986*



# Proposed West Street Historic District



- Comments
- Driveway
- Bldg
- Proposed district parcels.shp
- Parcel
- Roadcl
- Row

August 16, 2004





## **SUBSEQUENT TOWN MEETING**

IMAX Theatre at Jordan's Furniture Store

November 8, 2004

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:43 p.m., there being a quorum present.

The Invocation was given by the Reverend Wendy Miller Olapade of the First Congregational Church, followed by the Pledge of Allegiance to the Flag.

Elliot Tatleman welcomed Town Meeting to the new IMAX and Jordan's facility with "How did you sleep last night." He also mentioned that he would be paying his real estate bill in jelly beans. He wanted everyone to think of the new facility as their home.

The Warrant was partially read by the Town Clerk, Cheryl A. Johnson, when on motion by Richard W. Schubert, Chairman of the Board of Selectmen, it was voted to dispense with further reading of the Warrant except for the Officer's Return, which was read by the Town Clerk.

**ARTICLE 1** - Carl McFadden nominated and presented Russell T. Graham with the Community Leader for Public Education award by the Massachusetts Association of Committees:

This former Reading selectman (1986-1992) and Finance Committee member (1980-1986) most recently completed eleven years of service as Chair of the School Building Committee. In that role, Mr. Graham led the campaign that got seven school building projects off the ground. As a respected civic leader, his support for the public schools has made a significant difference, not only in the planning and development of school building facilities, but also in winning the support from the Town Meeting. Active with the Reading Library Foundation, Creative Arts for Kids, the Reading Antiquarian Society, and the Reading/Wakefield YMCA, he personifies the hard working, civic-minded individual whose impact will be felt for many decades to come.

**ARTICLE 1** - Patrick Schettini, Superintendent of Schools, gave the following State of the Schools Report:

### **State of the Schools**

#### **Academics**

- 90% of the Class of 2004 attending college
- Acceptances to many fine colleges and universities
- AP and SAT scores continue to be very high
- 2004 MCAS remain strong
- 100% of the RMHS graduating class of 2004 passed
- In the top 20% in the Commonwealth according to the ranking in the Boston Globe

See inserted pages for continuation of slide show.

**ARTICLE 1** - Vinnie Cameron, General Manager of Reading Municipal Light Department, gave the following report requested at the Annual Town Meeting:

**Reading Municipal Light Department**  
**Report on Power Supply, Cleaner Energy, Alternative**  
**Energy Sources, and Consumer Conservation Efforts**

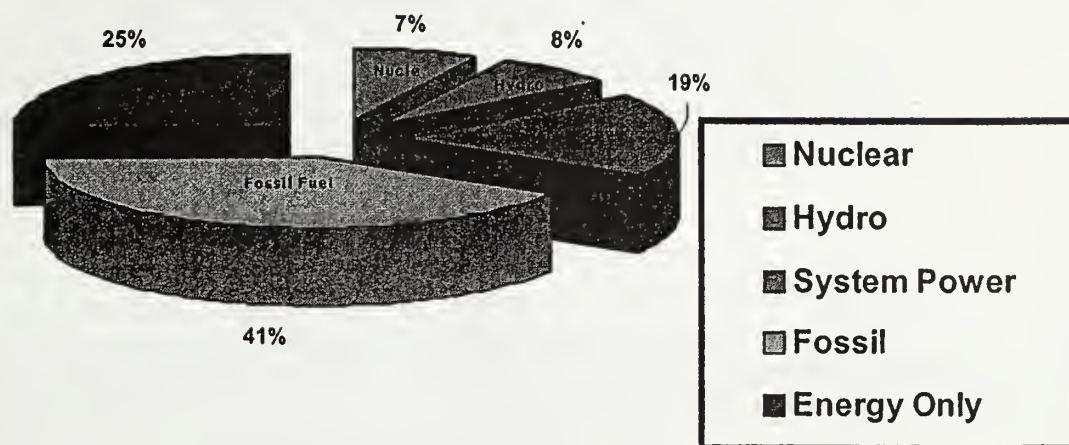
Table 1		
Reading Municipal Light Department		
Power Supply Resources		
BASE ENTITLEMENTS (MW)	32.2%	
-----		
MILLSTONE (Nuclear)	4,599	
SEABROOK (Nuclear)	7,305	
HYDRO QUEBEC (Hydro)	8,446	
SELECT (System Power)	12,000	
CALPINE (Energy Only)	16,400	
NYPA FIRM (Hydro)	3,295	
-----		
SUBTOTAL	52,045	
INTERMED. ENTITLEMENTS (MW)	51.7%	
-----		
STONY BROOK (Oil/Gas)	41,345	
SELECT (System Power)	18,000	
CALPINE (Energy Only)	24,200	
-----		
SUBTOTAL	83,545	
PEAKING ENTITLEMENTS (MW)	16.1%	
-----		
STONY BROOK (Oil)	25,371	
NYPA PEAKING (Hydro)	701	
-----		
SUBTOTAL	26,072	
=====		
TOTAL	161,662	



Graph 1

Reading Municipal Light Department

Generating Resources By Type



**GREEN POWER RESOURCES**

**SOLAR POWER**

Solar cells that convert sunlight directly into electricity has revitalized the idea of solar energy as a clean and free source of energy in sunny climates such as California and Arizona.

**WIND POWER**

Wind Power is an environmentally friendly source of energy with wind farms in operation in the U.S.

**BIOMASS**

Biomass is a source of energy derived from the combustion of materials such as plants and natural waste.

**GEO THERMAL ENERGY**

Geothermal energy is power generated through the use of high temperature steam found in the earth's crust. Areas of the world with active geysers have an abundant source of potential energy.

**LANDFILL GAS**

Electricity generated using gases collected from sanitary or non-hazardous landfills.

## **TIDAL AND WAVE POWER**

Tidal and Wave Power operates by building a barrier across a river estuary. The tidal flow drives the turbines to produce electricity.

## **HYDRO POWER UNITS**

There are three types of Hydro Power plants; Run of the river, Controlled spill and Pump storage. All three types of units operate using moving water to turn turbines that produces electricity.

## **FUEL CELLS**

Fuel cells are electrochemical engines that use a supply of fuel and air to generate electric power. Energy generated from fuel cells can be considered "green power" because the fuel cell electrochemically retrieves the fuel and air, in a clean, quiet and efficient manner. Fuel cells can utilize natural gas, methanol, ethanol, biogas, and any other fuel that contains methane.

## **GREEN POWER RATE**

Advertise the Rate.  
Find out the Customer Interest?  
What types of Green Power is popular?

Green Power Premium

RMLD develops the Green Power Rate.

Surcharge component

Board of Commissioners set the rate

File the rate with the Massachusetts Department of Telecommunications and Energy (MDTE)

Send out RFP's to "green power" vendors or suppliers.

Need to define the market

Analyze the Bids

Determine the most economic alternative(s)

**RMLD Energy Conservation Efforts**

Residential Energy Audits

Tier 1 and Tier 2 Activities (MDOER)

River Energy Consultants

Appliance Rebate Program

Customers receive rebates for buying energy efficient appliances (dishwashers, washing machines, refrigerators, and room and central air conditioners).

Water Heater Rate

Customer receives lower energy rate and RMLD controls the water heater usage daily

Residential Time of Use Rate

Lower energy prices for off-peak energy usage

Industrial Time of Use Rate

Lower demand and energy prices for off peak usage

Commercial Energy Audits

RMLD shares the cost of energy audits with the customer

Commercial Energy Audits

RMLD shares the cost of lighting retrofits with the customer

**ARTICLE 1** – On motion by Richard W. Schubert, Chairman of the Board of Selectmen, it was moved to table the subject matter of Article 1.

**ARTICLE 2** – On motion by Richard W. Schubert, Chairman of the Board of Selectmen, it was moved to table the subject matter of Article 2.

**ARTICLE 3** - On motion by Camille W. Anthony, member of the Board of Selectmen, it was voted to amend the FY 2005 – FY 2014, Capital Improvements Program as provided for in Section 7-7 of the Reading Home Rule Charter by adopting a revised “Town of Reading Massachusetts, Ten Year Capital Improvements Program, Fiscal Years 2005 through 2014” as presented in the Warrant report.

**ARTICLE 4** – On motion by Camille W. Anthony, member of the Board of Selectmen, it was moved to indefinitely postpone the subject matter of Article 4.

**ARTICLE 5** – On motion by Camille W. Anthony, member of the Board of Selectmen, it was moved to amend the votes taken under Article 19 of the April 26, 2004 Annual Town Meeting relating to the Fiscal Year 2005 Municipal Budget, and transfer from free cash, and appropriate as the result of such amended votes for the operation of the Town and its government, the following:



<b>Account Line</b>	<b>Description</b>	<b>Change</b>	<b>Revised Budget</b>
C9	Human Resources Expense	+ \$24,000	\$37,760
F6	DPW High./Equip. Maint. Exp. – Line Painting	+ \$3000	\$265,951
J12	Capital – Wood End School	+ \$100,000	\$100,000
J13	Capital – Barrows School	+ \$200,000	\$200,000
J14	Capital – RMHS	+ \$350,000	\$350,000
I	Vocational School District	- \$6,500	\$208,150
C10	Finance Department Salaries	+ \$10,000	\$273,136
J6	Highway Equipment	+ \$50,000	\$ 175,000
	<b>Total Amendments</b>	<b>\$730,500</b>	

Carolyn L. Johnson, Precinct 2, made a motion to amend Article 5 by adding Line J15, Park Improvements for \$12,500.

Motion carried.

Original motion with amendment carried.

**ARTICLE 6** – On motion by James Francis, Chairman of the Finance Committee, it was voted to indefinitely postpone the subject matter of Article 6.

**ARTICLE 7** – On motion by George V. Hines, member of the Board of Selectmen, it was voted to establish a revolving fund under Chapter 44, Section 53E½ for any or all of the following purposes:

Using the receipts generated from the issuance of Building, Plumbing or Gas, and Wiring and other permits for the Archstone Development and/or the Johnson Woods Development to pay the costs of legal expenses, oversight and inspection, plan review, initial property value appraisal and appeals, and other administrative expenses related to those developments; said expenditures to be administered by the Town Manager, up to a total amount during Fiscal Year 2005 not to exceed \$100,000.

**ARTICLE 8** – On motion by George V. Hines, member of the Board of Selectmen, it was voted to appropriate the sum of \$25,000 plus interest which represents the performance guarantee for the construction of sidewalks, curbing, and finish course of pavement on Pierce Street, as provided through a tripartite agreement between the Town of Reading, Gerald E. Welch, Inc, and the Danvers Savings Bank, said performance guarantee having been taken by the Community Planning and Development Commission on July 14, 2004, for lack of performance of the guaranteed work.

**ARTICLE 9** – On motion by Richard W. Schubert, Chairman of the Board of Selectmen, it was voted to appropriate contributions from developers for purposes described or any other lawful and related improvements as approved by the Town Manager, the following sums:

- ◆ Walkers Brook Crossing for neighborhood street/curb/sidewalk improvements - \$100,000;
- ◆ Johnson Farms for curb and sidewalk improvements - \$26,000;
- ◆ Johnson Farms for traffic design and/or street improvements - \$100,000;

- ♦ Johnson Farms for water system improvements - \$187,000.

2/3 vote required  
unanimous vote declared by Moderator

**ARTICLE 10** – On motion by Gail F. Wood, member of the Board of Selectmen, it was voted to raise by borrowing and appropriate pursuant to Chapter 44 Section 7(1) of the Massachusetts General Laws, the sum of \$209,835 for reconstructing surface drains, sewers and sewerage systems, including the cost of consulting engineering services, designs, plans, contracts, specifications, equipment, inspection fees, contingencies and related facilities and expenses related thereto and necessary in connection therewith, said sum to be spent under the direction of the Board of Selectmen; and voted to authorize the Board of Selectmen or any other agency to file an application(s) for a grant or grants to be used to defray all or any part of said sewer construction and/or reconstruction and related matters; and voted to authorize the Town Manager to enter into any or all agreements as may be necessary to carry out the purpose of this Article, including but not limited to, the applications and acceptance of a grant and a non-interest bearing loan from the Massachusetts Water Resources Authority, and to authorize the Treasurer-Collector, with the approval of the Board of Selectmen, to borrow pursuant to said loan.

2/3 vote required  
unanimous vote declared by Moderator

**ARTICLE 11** – On motion by Gail F. Wood, member of the Board of Selectmen, it was voted that the Town raise by borrowing, and appropriate pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws the sum of five hundred seventy five thousand dollars (\$575,000) for the purpose of constructing a replacement of the water main on West Street extending approximately from County Road to approximately Willow Street, including the cost of engineering services, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under the direction of the Town Manager; and that the Town will authorize the Board of Selectmen, the Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said water system improvements; and that the Town authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article.

2/3 vote required  
unanimous vote declared by Moderator

**ARTICLE 12** – On motion by Gail F. Wood, member of the Board of Selectmen, it was voted that the Town raise by borrowing, and appropriate pursuant to Chapter 44 Section 8(5) of the Massachusetts General Laws the sum of three hundred twenty five thousand dollars (\$325,000) for the purpose of constructing a replacement of the water main on Franklin Street extending approximately from Main Street to approximately Haverhill Street, including the cost of engineering services, plans, documents, cost estimates, bidding services and all related expenses incidental thereto and necessary in connection therewith, said sum to be expended by and under

the direction of the Town Manager; and that the Town authorize the Board of Selectmen, the Town Manager, or any other agency of the Town, to apply for a grant or grants, to be used to defray the cost of all, or any part of, said water system improvements; and that the Town authorize the Town Manager to enter into any and all contracts and agreements as may be necessary to carry out the purposes of this Article.

2/3 vote required  
unanimous vote declared by Moderator

**ARTICLE 13** – On motion by Gail F. Wood, member of the Board of Selectmen, it was voted that the Town raise by borrowing in anticipation of reimbursement from the State under Chapter 44, Section 6, Massachusetts General Laws, or pursuant to any other enabling authority the sum of Three Hundred Sixty Seven Thousand Seven Hundred and Fifty Dollars (\$367,750) for highway projects in accordance with Chapter 90, Massachusetts General Laws.

2/3 vote required  
unanimous vote declared by Moderator

**ARTICLE 14** – On motion by Joseph G. Duffy, member of the Board of Selectmen, it was moved to indefinitely postpone the subject matter of Article 14.

**ARTICLE 15** – On motion by Richard W. Schubert, Chairman of the Board of Selectmen, it was voted to authorize the Board of Selectmen to file the following or similar legislation with the Great and General Court:

**AN ACT AUTHORIZING THE CONSERVATION COMMISSION OF THE  
TOWN OF READING TO GRANT CERTAIN EASEMENTS**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of same, as follows:

Section 1. The Conservation Commission of the Town of Reading may grant to the Board of Selectmen on behalf of the Town an easement in a certain parcel of conservation land as shown on the Town of Reading Assessor's Map 47, Parcel 4, for access and utility purposes including the construction, maintenance and repair of sewer pipes, water, and drainage pipes, a sewer pumping station and appurtenances thereto.

Section 2. The Conservation Commission of the Town of Reading may grant to Timothy F. Leary and Barbara Leary, their heirs, successors and assigns, a permanent easement over a certain parcel of conservation land as shown on the Town of Reading Assessor's Map 47, Parcel 4, the easement being approximately 540 feet in length and approximately 60 feet wide, for access by foot and by vehicle, to one single-family dwelling located at 113 Longwood Road and identified on the Reading Assessor's Map 58, Parcel 5 and for underground and above ground utility connections only, and for no other purpose. This easement is for residential purposes only. The Conservation Commission may convey this easement upon such other terms and conditions as it deems appropriate to protect its interest in the parcel of land.



Section 3. The Conservation Commission of the Town of Reading may grant to Louis Peterson, his heirs, successors and assigns, a permanent easement over a certain parcel of conservation land, as shown on the Town of Reading Assessor's Map 47, Parcel 4, the easement being approximately 420 feet in length and approximately 40 feet wide, for access by foot and by vehicle, to one single-family dwelling located at 111 Longwood Road, identified on the Town of Reading Assessor's Map 58, Parcel 10 and for underground and above ground utility and drainage connections only, and for no other purpose. This easement is for residential purposes only. The Conservation Commission may convey this easement upon such other terms and conditions as it deems appropriate to protect its interests in the parcel of land.

Section 4. The Conservation Commission of the Town of Reading may grant to Johnson Woods Realty Corp., its heirs, successors and assigns, a permanent easement over a certain parcel of conservation land, as shown on the Town of Reading Assessor's Map 47, Parcel 4, the easement being approximately 300 feet in length and approximately 30 feet wide, for access by foot and by vehicle, to one single-family dwelling to be located at the southern end of a parcel of land identified on the Reading Assessor's Map 58, Parcel 7 and for underground and above ground utility and drainage connections only, and for no other purpose. This easement is for residential purposes only. The Conservation Commission may convey this easement upon such other terms and conditions as it deems appropriate to protect its interests in the parcel of land.

Section 5. This act shall take effect upon its passage.

And, that the Town will vote pursuant to M.G.L. Chapter 40, §15A, to authorize the Conservation Commission to convey easements over a certain parcel of conservation land shown on the Town of Reading Assessor's Map 47, Parcel 4, upon the terms and conditions contained in the special legislation together with any other terms and conditions it deems appropriate to protect its interest in the parcel of land which authority is specifically conditioned upon the passage of the above special legislation.

Counted Vote  
Declared Unanimous by Moderator

On motion by William C. Brown, Precinct 8, it was moved to adjourn that this Subsequent Town Meeting.

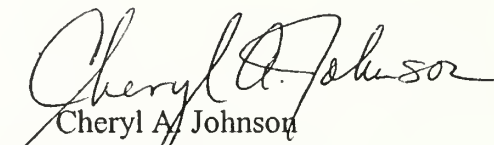
2/3 vote required  
119 in the affirmative  
Motion carried

This Subsequent Town Meeting stands adjourned to meet at 7:30 p.m. at the Reading Memorial High School, on Monday, November 15, 2004.

Meeting adjourned at 9:53 p.m.

173 Town Meeting Members were present.

A true copy. Attest:

  
Cheryl A. Johnson  
Town Clerk

## SUBSEQUENT TOWN MEETING

Reading Memorial High School

November 15, 2004

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:40 p.m., there being a quorum present.

The Invocation was given by Philip B. Pacino, Precinct 5, followed by the Pledge of Allegiance to the Flag.

**ARTICLE 1** - On motion by George V. Hines, member of the Board of Selectmen, it was voted to take Article 1 from the table.

**ARTICLE 1** - Alan E. Foulds, presented Town Meeting with the following annual report of the Rules Committee:

Pursuant to the Charter the Town Meeting Rules Committee attempted to meet on October 4, 2004 to review and make recommendations on possible changes in the conduct of Town Meeting.

The meeting was not held, due to a lack of quorum. The issue of future meetings, however, was informally discussed, among those in attendance.

It was decided to formalize the Rules Committee schedule. The committee will meet at least twice a year. Each meeting will be scheduled for the first Monday or Thursday night after town meeting adjourns. One will be held following the Annual Meeting in the Spring, and the other will be held in the Fall, after the Subsequent Meeting. The reasoning behind the dates chosen is that Town Meeting will be fresh in the minds of the committee members. Thus, the next meeting of the Rules Committee - assuming Town Meeting ends tonight - will be held this Thursday evening, November 18, at the Conference Room at the Town Hall.

Point of Personal Privilege requested by Mary Ellen O'Neill, Precinct 6 thanking Vinnie Cameron for his Reading Memorial Light Department report and clarifying that fossil fuels are coal, oil or gas.

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was voted to amend **Article 2** of the Reading Home Rule Charter in accordance with the recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.

2/3 vote required  
122 voted in the affirmative  
1 voted in the negative

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was voted to amend **Article 3** of the Reading Home Rule Charter in accordance with the recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.



2/3 vote required  
No opposition  
Unanimous vote declared by Moderator

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was moved to amend **Article 4-4** of the Reading Home Rule Charter in accordance with the recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.

Standing Vote Requested  
2/3 vote required  
86 voted in the affirmative  
45 voted in the negative

Motion does not carry.

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was voted to amend **Article 4-1 through Article 4-3, and Article 4-5 through Article 4-10** of the Reading Home Rule Charter in accordance with the recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.

2/3 vote required  
Unanimous vote declared by Moderator

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was voted to amend **Article 5** of the Reading Home Rule Charter in accordance with the recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.

2/3 vote required  
93 voted in the affirmative  
34 voted in the negative

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was voted to amend **Article 6** of the Reading Home Rule Charter in accordance with the recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.

2/3 vote required  
105 voted in the affirmative  
16 voted in the negative

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was moved to amend **Article 7** of the Reading Home Rule Charter in accordance with the

recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.

On amendment by William C. Brown, Precinct 8, it was moved to amend Article 16 - Article 7 of the Reading Home Rule Charter by deleting in line 3 the words "into or".

Motion to amend did not carry.

Original Motion  
2/3 vote required  
22 voted in the affirmative  
94 voted in the negative

Original Motion did not carry.

**ARTICLE 16** - On motion by George V. Hines, member of the Board of Selectmen, it was voted to amend **Article 8** of the Reading Home Rule Charter in accordance with the recommendations of the Charter Review Committee which are attached to this Warrant as part of Appendix 4 and which are incorporated by reference into this motion.

2/3 vote required  
106 voted in the affirmative  
0 voted in the negative

Point of Personal Privilege requested by Town Manager - RCTV put on probation - money designated by Comcast for RCTV is being held by Town and distributed by Town.

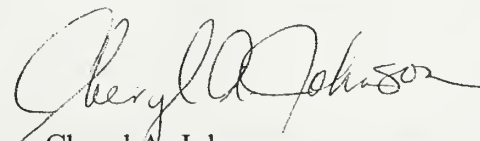
On motion by William C. Brown, Precinct 8, it was moved to adjourn that this Subsequent Town Meeting.

Motion carried.

This Subsequent Town Meeting stands adjourned to meet at 7:30 p.m. at the Reading Memorial High School, on Thursday, November 18, 2004.

Meeting adjourned at 10:48 p.m.

143 Town Meeting Members were present.

  
Cheryl A. Johnson  
Town Clerk

A true copy. Attest:

## **SUBSEQUENT TOWN MEETING**

Reading Memorial High School

November 18, 2004

The meeting was called to order by the Moderator, Alan E. Foulds, at 7:50 p.m., there being a quorum present.

The Invocation was given by Anthony L. Rickley, Precinct 2, followed by the Pledge of Allegiance to the Flag.

**ARTICLE 17** - On motion by Gail F. Wood, member of the Board of Selectmen, it was voted to amend the General Bylaws of the Town of Reading by adding the following language as Section 5.18:

The Town of Reading hereby establishes a Local Historic District, to be administered by a Historic District Commission as provided for under Chapter 40C of the General Laws, as amended.

### **5.18.1 PURPOSE**

The purpose of this bylaw is to promote the economic, educational, cultural and general welfare of the inhabitants of the Town of Reading through: (1) the preservation and protection of the distinctive characteristics and architecture of Buildings and places significant in the history of the Town of Reading; (2) maintaining and improving of the settings of these Buildings and places; and (3) the encouragement of building design compatible with the Buildings existing in the area, so as to maintain the historic character of residences or commercial enterprises which distinguish the town as a desirable community.

### **5.18.2 DEFINITIONS**

The terms defined in this section shall be capitalized throughout this bylaw. Where a defined term has not been capitalized, it is intended that the meaning of the term be the same as the meaning ascribed to it in this section unless another meaning is clearly intended by its context. As used in this bylaw, the following terms shall have the following meaning:

#### **ALTERATION, TO ALTER**

The act or the fact of rebuilding, reconstruction, restoration, replication, removal, demolition, and other similar activities.

#### **BUILDING**

A combination of materials forming a shelter for persons, animals or property.

#### **CERTIFICATE**

A Certificate of Appropriateness, a Certificate of Non-Applicability, or a Certificate of Hardship as set forth in this bylaw.

#### **COMMISSION**

The Historic District Commission as established in this bylaw.

#### **CONSTRUCTION, TO CONSTRUCT**

The act or the fact of building, erecting, installing, enlarging, moving and other similar activities.



## DISPLAY AREA

The total surface area of a sign, including all lettering, wording, designs, symbols, background and frame, but not including any support Structure or bracing incidental to the sign. The Display Area of an individual letter sign or irregular shaped sign shall be the area of the smallest rectangle into which the letters or shape will fit. Where sign faces are placed back to back and face in opposite directions, the Display Area shall be defined as the area of one face of the sign.

## DISTRICT

The Local Historic District as established in this bylaw consisting of one or more District areas.

## EXTERIOR ARCHITECTURAL FEATURE

Such portion of the exterior of a Building or structure as is open to view from a Public Way or ways, including but not limited to architectural style and general arrangement and setting thereof, the kind and texture of exterior building materials, and the type and style of windows, doors, lights, signs and other appurtenant exterior fixtures.

## PERSON AGGRIEVED

The applicant; an owner of adjoining property; an owner of property within the same District area; an owner of property within 100 feet of said District area; and any legal entity in which one of its purposes is the preservation of historic places, structures, buildings or Districts.

## PUBLIC WAY

This term shall include Public Ways, public streets, public parks, and public bodies of water. The term "Public Way," however, shall not include a footpath, cart path or any easement or right of way that does not constitute a Public Way or public street.

## STRUCTURE

A combination of materials other than a Building.

## TEMPORARY STRUCTURE OR BUILDING

A Building not to be in existence for a period of more than two years. A Structure not to be in existence for period of more than one year. The Commission may further limit the time periods set forth herein as it deems appropriate.

### 5.18.3 DISTRICT

The District shall consist of one or more District areas as listed in Section 5.18.13 (Appendices) of this bylaw.

### 5.18.4 COMMISSION COMPOSITION AND APPOINTMENTS

5.18.4.1 The District shall be overseen by a Commission consisting of five (5) members, to be appointed by the Board of Selectmen, one member initially to be appointed for one year, two for two years, and two for three years, and each successive appointment to be made for three years.

5.18.4.2 The Commission shall include, if possible, one member from one or more nominees solicited from the Reading Antiquarian Society, one member from one or more nominees solicited from the chapter of the American Institute of Architects covering Reading; one member from one or more nominees from the Board of Realtors covering Reading; one or two property owners from the District area; one member nominated by the Reading Historical Commission. If within thirty days after submission of a written request

for nominees to any of the organizations herein named insufficient nominations have been made, the Board of Selectmen may proceed to make appointments as it desires.

5.18.4.3 The Board of Selectmen may appoint up to four alternate members to the Commission. In the case of the absence, inability to act or unwillingness to act because of self-interest on the part of a regular member of the Commission, his or her place shall be taken by an alternate member designated by the Chairman. Said alternate members shall initially be appointed for terms of one or two years, and for three year terms thereafter.

5.18.4.4 Each member and alternate member shall continue to serve in office after the expiration date of his or her term until a successor is duly appointed.

5.18.4.5 Meetings of the Commission shall be held at the call of the Chairman, at the request of two members and in such other manner as the Commission shall determine in its Rules and Regulations.

5.18.4.6 Three members of the Commission shall constitute a quorum.

#### 5.18.5 COMMISSION POWERS AND DUTIES

5.18.5.1 The Commission shall exercise its powers in administering and regulating the Construction and Alteration of any Structures or Buildings within the District as set forth under the procedures and criteria established in this bylaw. In exercising its powers and duties hereunder, the Commission shall pay due regard to the distinctive characteristics of each Building, Structure, and District area.

5.18.5.2 The Commission may adopt, and from time to time amend, reasonable Rules and Regulations not inconsistent with the provisions of this bylaw or Chapter 40C of the General Laws, setting forth such forms and procedures as it deems desirable and necessary for the regulation of its affairs and conduct of its business, including requirements for the contents and forms of applications for Certificates, fees, hearing procedures and other matters. The Commission shall file a copy of any rules and regulations with the office of the Town Clerk.

5.18.5.3 The Commission, after a public hearing duly posted and advertised at least fourteen days in advance in a conspicuous place in Town Hall and in a newspaper of general circulation in Reading, shall adopt and from time to time amend guidelines which set forth the designs and descriptions for certain exterior architectural features which are, in general, suitable for the issuance of a Certificate to present other designs to the Commission for approval. No such design guidelines shall limit the right of an applicant for a Certificate to present other designs to the Commission for approval.

5.18.5.4 The Commission shall at the beginning of each fiscal year hold an organizational meeting and elect a Chairman, a Vice Chairman and Secretary, and file notice of such election with the office of the Town Clerk.

5.18.5.5 The Commission shall follow Town operating procedures for its keeping its resolutions, transactions, decisions and determinations.

5.18.5.6 The Commission shall undertake educational efforts to explain to the public and property owners the merits and functions of a District, to the extent that time and appropriations allow.

## 5.18.6 ALTERATIONS AND CONSTRUCTION PROHIBITED WITHOUT A CERTIFICATE

5.18.6.1 Except as this bylaw provides, no Building or Structure or part thereof within a District shall be Constructed or Altered in any way that affects the exterior architectural features as visible from a Public Way, unless the Commission shall first have issued a Certificate with respect to such Construction or Alteration.

5.18.6.2 No building permit for Construction of a Building or Structure or for Alteration of an exterior architectural feature within a District and no demolition permit or removal of a Building or Structure within a District shall be issued by the Town or any department thereof until a Certificate as required under this bylaw has been issued by the Commission.

## 5.18.7 PROCEDURES FOR REVIEW OF APPLICATIONS

5.18.7.1 Any person who desires to obtain a Certificate from the Commission shall file with the Commission an application for a Certificate of Appropriateness, or Non-Applicability or of Hardship, as the case may be. The application shall be accompanied by such plans, elevations, specifications, material and other information, including in the case of demolition or removal, a statement of the proposed condition and appearance of the property thereafter, as may be reasonably deemed necessary by the Commission to enable it to make a determination on the application. The Commission shall determine whether said application involves any exterior architectural features which are within the jurisdiction of the Commission.

5.18.7.2 The Commission shall determine within fourteen (14) days of receiving an application for a Certificate whether said application involves any exterior architectural features which are within the jurisdiction of the Commission.

5.18.7.3 If the Commission determines that an application for a Certificate does not involve any exterior architectural features, or involves an exterior architectural feature that is not subject to review by the Commission under the provisions of this bylaw, the Commission shall forthwith issue a Certificate of Non-Applicability.

5.18.7.4 If the Commission determines that such application involves any exterior architectural feature subject to review under this bylaw, it shall hold a public hearing on the application, except as may otherwise be provided in the bylaw. The Commission shall hold such a public hearing within forty-five (45) days from the date of receiving the application. At least fourteen (14) days before said hearing, notice shall be given by posting in a conspicuous place in Town Hall and in a newspaper of general circulation in Reading. Concurrently, a copy of said public notice shall be mailed to the applicant; to the owners of all properties within 300 feet, and of other properties deemed by the Commission to be materially affected thereby, all as they appear on the most recent applicable tax list; to the Community Planning and Development Committee; to the Historical Commission; to any person filing a written request for notice of hearings, such request to be renewed yearly in December; and to such other persons as the Commission shall deem entitled to notice. The applicant is responsible for the costs of the mailing and advertising.



5.18.7.5 A public hearing on an application for a Certificate may be waived if the Commission determines that the exterior architectural feature involved, or its category, is so insubstantial in its effect on the District that it may be reviewed by the Commission without a public hearing. If the Commission dispenses with a public hearing on application for a Certificate notice of such application shall be given to the owners of all property within 300 feet and of other property deemed by the Commission to be materially affected thereby as above provided, and ten (10) days shall elapse after the mailing of such notice before the Commission may act upon such application and after considering any responses.

5.18.7.6. Within sixty (60) days after the filing of an application for a Certificate, or within such further time as the applicant may allow in writing, the Commission shall issue a Certificate or disapproval. In the case of a disapproval of an application for a Certificate, the Commission shall set forth in writing the reasons for such disapproval. The Commission may include in its disapproval specific recommendations for changes in the applicant's proposal with respect to the appropriateness of design, arrangement, texture, material and similar features which, if made and filed with the Commission in a subsequent application would make the application acceptable to the Commission.

5.18.7.7. The concurring vote of three (3) members shall be required to issue a Certificate.

5.18.7.8 In issuing Certificates, the Commission may, as it deems appropriate, impose certain conditions and limitations, and may require architectural or plan modifications consistent with the intent and purpose of this bylaw and the Commission's Guidelines.

5.18.7.9 If the Commission determines that the Construction or Alteration for which an application for a Certificate of Appropriateness has been filed will be appropriate for or compatible with the preservation or protection of the District, the Commission shall issue a Certificate of Appropriateness.

5.18.7.10 If the Construction or Alteration for which an application for a Certificate of Appropriateness has been filed shall be determined to be inappropriate and therefore disapproved, or in the event of an application for a Certificate of Hardship, the Commission shall determine whether, owing to the conditions especially affecting the Building or Structure involved, but not affecting the District generally, failure to approve an application will involve a substantial hardship, financial or otherwise, to the applicant and whether such application may be approved without substantial detriment to the public welfare and without substantial derogation from the intent and purposes of this bylaw. If the Commission determines that owing to such conditions failure to approve an application will involve substantial hardship to the applicant and approval thereof may be made without such substantial detriment or derogation, the Commission shall issue a Certificate of Hardship.

5.18.7.11 The Commission shall send a copy of its disapprovals and Certificates, including any conditions or limitations, to the applicant and shall file a copy of its disapprovals and Certificates, including any conditions or limitations, with the office of the Town Clerk and the Building inspector. The date of issuance of a Certificate or disapproval shall be the date of the filing of a copy of such Certificate or disapproval with the office of the Town Clerk.

5.18.7.12 If the Commission should fail to issue a Certificate or a disapproval within sixty (60) days of the filing of the application for a Certificate, or within such further time as the applicant may allow in writing, the Commission shall thereupon issue a Certificate of Hardship due to failure to act.

5.18.7.13 Each Certificate issued by the Commission shall be dated and signed by its Chairman or such other person designated by the Commission to sign such Certificates on its behalf.

5.18.7.14 A Person Aggrieved by a determination of the Commission may, within twenty (20) days of the issuance of a Certificate or disapproval, file a written request with the Commission for a review by a person or persons of competence and experience in such matters, acting as arbitrator and designated by the Boston Metropolitan Area Planning Agency. The finding of the person or persons making such review shall be filed with the Town Clerk within forty-five (45) days after the request, and shall be binding on the applicant and the Commission, unless a further appeal is sought in the Superior Court as provided in Section 12A of Chapter 40C of the General Laws. The filing of such further appeal shall occur within twenty (20) days after the finding of the arbitrator has been filed with the office of the Town Clerk.

#### 5.18.8 CRITERIA FOR DETERMINATIONS

5.18.8.1 In deliberating on applications for Certificates, the Commission shall consider, among other things, the historic and architectural value and significance of the site, Building or Structure; the general design, proportions, detailing, mass, arrangement, texture, and material of the exterior architectural features involved; and the relation of such exterior architectural features to similar features of Buildings and Structure in the surrounding area.

5.18.8.2 In the case of new Construction or additions to existing Buildings or Structures, the Commission shall consider the appropriateness of the scale, shape, siting and proportions of the Building or Structure both in relation to the land area upon which the Building or Structure is situated and in relation to Buildings and Structures in the vicinity. The Commission may in appropriate cases impose dimensional and setback requirements in addition to those required by applicable statute or bylaw.

5.18.8.3 The Commission shall not consider interior arrangement or architectural features not subject to view from a Public Way.

5.18.8.4 The Commission shall not consider uses for the Building or Structure.

5.18.8.5 When ruling on applications for Certificates on solar energy systems as defined in Section 1A of Chapter 40A of the General Laws, the Commission shall consider the policy of the Commonwealth of Massachusetts to encourage the use of solar energy systems and to protect solar access.

#### 5.18.9 EXCLUSIONS

5.18.9.1 The Commission shall exclude from its purview the following:

5.18.9.1.1 Temporary Buildings, Structures, or signs, subject, however, to conditions pertaining to the duration of existence and use, location, lighting, removal and similar matters as the Commission may reasonably specify.

5.18.9.1.2 Terraces, walks, driveways, sidewalks and similar Structures, provided that any such Structure is substantially at grade level.

5.18.9.1.3 Storm windows and doors, screen windows and doors, shutters, and window and wall air conditioners.

5.18.9.1.4 The color of exterior paint or the color of materials used on roofs.

5.18.9.1.5 Flagpoles, sculpture, mailboxes (freestanding or attached), window boxes, gutters and leaders, house numbers, and garden furniture.

5.18.9.1.6 Buildings that are less than 70 years old are exempt from review of Alterations and additions, unless the Alterations affect more than 25 percent of any façade visible from a Public Way or unless any addition visible from a public way increase such Buildings by more than 25 percent.

5.18.9.1.7 The reconstruction, substantially similar in exterior design, of a Building, Structure, or exterior architectural feature damaged or destroyed by fire, storm or other disaster, provided such reconstruction is begun within two years thereafter and carried forward with due diligence.

5.18.9.2 Upon request, the Commission shall issue a Certificate of Non-Applicability with respect to Construction or Alteration in any category not subject to review by the Commission in accordance with the above provisions.

5.18.9.3 Nothing in this bylaw shall be construed to prevent the ordinary maintenance, repair or replacement of any exterior architectural feature within a District which does not involve a change in design, material or the outward appearance thereof, nor to prevent landscaping with plants, trees or shrubs, nor construed to prevent the meeting of requirements certified by a duly authorized public officer to be necessary for public safety because of an unsafe or dangerous condition, nor construed to prevent any Construction or Alteration under a permit duly issued prior to the effective date of this bylaw.

#### 5.18.10 CATEGORICAL APPROVAL

Additional Exclusions: Certain categories of exterior architectural features may be Constructed or Altered without review by the Commission, provided such Construction or Alteration do not substantially derogate the intent and purposes of the District and of Chapter 40C of the General Laws. The Commission may, upon conducting a public hearing, exclude from its purview exterior architectural features, in addition to those listed in Section 9.1, which it determines do not significantly impact the purpose of the District.

#### 5.18.11 ENFORCEMENT AND PENALTIES

5.18.11.1 The Commission shall determine whether a particular activity is in violation of this bylaw, and the Commission shall be charged with the non-criminal enforcement of



this bylaw, and seeking civil enforcement under Section 12A of the General Laws, after obtaining the necessary authority to do so.

5.18.11.2 The Commission may designate the Building Inspector to pursue non-criminal disposition under Section 21D of the General Laws, under direction of the Commission.

5.18.11.3 The Commission, upon a written complaint of any resident of Reading, or owner of property within Reading, or upon its own initiative, shall institute any appropriate action or proceedings in the name of the Town of Reading to prevent, correct, restrain or abate a violation of this bylaw. In the case where the Commission is requested in writing to enforce this bylaw against any person allegedly in violation of same and the Commission declines to act, the Commission shall notify, in writing, the party requesting such enforcement of any action or refusal to act and the reasons therefore, within twenty one (21) days of receipt of such request.

5.18.11.4 Whoever violated any of the provisions of this bylaw shall be punishable for each offense by a fine to be determined by the Commission in accordance with the range of fines determined by Chapter 40C of the General Laws. Each day during any proportion of which such violation continues to exist shall constitute a separate offense.

#### 5.18.12 VALIDITY AND SEPARABILITY

The provisions of this bylaw shall be deemed to be separable. If any of its provisions, sections, subsections, sentences or clauses shall be held to be invalid or unconstitutional by any court of competent jurisdiction, the remainder of this bylaw shall continue to be in full force and effect.

#### 5.18.13 APPENDICES

##### Appendix 1: West Street Local Historic District

The West Street Local Historic District shall be a District area under this bylaw. The location and boundaries of the West Street Local Historic District are defined and shown on the Local Historic District Map of the Town of Reading, which is part of this bylaw and shown as exhibit of district boundaries dated August 16, 2004. The delineation of the District area boundaries is based on the parcel boundaries then in existence and shown therein.

**ARTICLE 1 - Clayton Jones, Chairman of ad hoc West Street Local Historic District Study Committee, presented the following Final Report of Progress:**

#### **Summary**

The committee wrote a draft bylaw that would set up the authority for Local Historic Districts in Reading and would designate 66 properties along West Street as a District. The proposed bylaw is allowed under Mass. Law Chapter 40C and was submitted to Town Meeting under Article 17 of the Reading Subsequent Town Meeting of 2004. Submitted by Clayton Jones, chairman; Sharlene Reynolds-Santo, secretary; Sally Hoyt; Gail Wood; Everett Blodgett; Virginia Adams.

## Process of the Study Committee's Work

In May, 2003, the Board of Selectmen appointed seven volunteers from various disciplines and from among West Street residents to an Ad Hoc West Street Local Historic District Study Committee. With the aid of the Massachusetts Historical Commission and the town's Historical Commission, the committee gathered relevant materials and examined other towns' by-laws and guidelines for their Local Historic Districts. It conducted two site reviews on West Street, on Jun 2<sup>nd</sup> and 9th, 2003, with coverage by the press. A survey was delivered to residents of the proposed district in June of 2003. There were no negative responses. Reports of progress were made to the Board of Selectmen and were broadcast on local cable television. Two informational meetings were then held in September 2004 prior to a Public Hearing on October 26.

### **Key recommendation**

The committee's proposed by-law would set up a Local Historic District along a portion of West Street, from County Road to Fremont Street, encompassing 66 properties, and empower a five-member District Commission, appointed by the Selectmen, to review planned alterations for certain types of exterior architectural features – and only features as seen from a public way. Many aspects of a house alteration would not be reviewed, such as the outside color, landscaping, mailboxes, or ordinary maintenance and repair.

### **Justification for a West Street Historic District**

Reading is a rare community in its architecture and history. Few Massachusetts towns have so many houses whose styles and construction methods span nearly three centuries. West Street strongly reflects that heritage. In addition, it is the site of the original settlement, around the mid-1600s, in what is today modern Reading. And it was the place where the Reading militia gathered on April 19<sup>th</sup>, 1775, before marching off to the Battle of Lexington and Concord.

The establishment of a West Street Historic District would provide both a town-wide recognition of the street's importance to Reading's history and some safeguards to the new pressures of development facing the street's homeowners. At least 1,000 new residents and their vehicles will soon be using West Street as a number of big projects are being developed. These projects include Spence Farm/Archstone, Longwood Poultry Farm/Johnson Woods and InWood Park.

While the adoption of a Local Historic District would be new to Reading, over 100 cities and towns in Massachusetts have established them over many decades, ever since the state passed a law in 1960 allowing such districts. Among the nearby towns with Districts are: North Reading, Andover, Topsfield, Danvers, Melrose, Concord and Billerica.

Unlike many Historic Districts that preserve neighborhoods of particular architectural periods, houses in this proposed District represent Reading's diverse and progressive evolution of housing for more than 250 years. The homes were often designed and constructed in vernacular ways, creating a streetscape that reflects a long legacy of both the simple and elegant,

from the true colonial of the mid-1700's through the Greek Revival and Victorian periods to the various 20th-century styles. The architectural diversity reflects how West Street has grown from an 18th-century farming village to a mature 21<sup>st</sup>-century suburb.

The Town's 1991 Master Plan encouraged the establishment of a Historic District somewhere in Reading as a way to maintain and enhance the unique features of the town, and the recommendation is being considered again for inclusion in the next Master Plan. The Massachusetts Historical Commission recently commended Reading for recognizing the need for a Local Historic District. And various town bodies have endorsed this proposal for West Street.

Establishing this District would help enhance neighborhood stability and would continue – but not necessarily preserve for all time – West Street's architectural heritage. It would build community pride in a visual legacy that succeeding generations could appreciate. And according to state officials, studies around the country suggest that property values increase faster in historic districts. One impetus for this proposed District is the coming loss of several old homes to the Archstone apartment complex, and the recent near-loss of two of the street's historic houses.

The study committee carefully drafted a bylaw, based on a model bylaw provided by the state, that is not meant to stop change, or freeze houses as they are. They are to guide exterior alterations according to well-established principles of historic preservation and to allow houses to adapt to contemporary needs and requirements. By incorporating a number of exemptions that would not unduly harm the overall character of a District, the study committee agreed that the burden on property owners would be minimal while relieving the District Commission of an overwhelming amount of reviews.

In addition, the Selectmen would be required to consider candidates for the District Commission who come with expertise in architecture, preservation, real estate, or who live on the street.

This by-law was carefully drafted to balance property rights and the Town's wider interest in safeguarding a historic neighborhood. While this District would bring some regulatory burden to homeowners, over time it would enhance all properties and the street itself, while ensuring a visual recognition of Reading's rich heritage.

A homeowner who plans changes to certain house features as seen from the street would need to apply to the commission to see if they need a certificate of approval. In the experience of other towns, a public hearing is not always necessary, and the vast majority of applications are quickly approved. New designs may not be discouraged if they are compatible or appropriate with existing structures.

### **Boundaries for the District**

The study committee defined the boundaries of a West Street Historic District by selecting a group of homes that are most contiguous to each other across the street and best reflect the range of historic styles. Eleven of the homes are already on the Town's inventory of



significant structures, and five of them are listed on the National Register of Historic Places. Any houses on side streets whose property touches West Street and are architecturally significant were also included. This streetscape, uninterrupted by severe topographical changes, made for a natural selection of boundaries.

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On motion by Gail F. Wood, member of the Board of Selectmen, to amend typographical error in Article 17, Section 5.17 to read as Section 5.18 throughout. Town Meeting accept this and Moderator accepted this change as part of the original motion.

On motion by William C. Brown, Precinct 8, it was moved to amend Article 17 Section 5.18.7.4 by deleting the last line that states: "The applicant is responsible for the costs of this mailing and advertising."

Motion to amend did not carry.

On motion by Neil F. Cohen, Precinct 4, it was requested to move the question.

2/3 vote required  
69 voted in the affirmative  
43 voted in the negative

The motion to move the question did not carry.

2/3 vote required  
91 voted in the affirmative  
21 voted in the negative

Original Motion carried.

**ARTICLE 18** - On motion by Jonathan E. Barnes, member the Community Planning and Development Commission, it was voted to amend the Zoning By-Laws of the Town of Reading by adding the following language to Section 4.3.3:

4.3.3.12.1 Waiver of Site Plan

The Community Planning and Development Commission may waive with or without conditions the requirement for site plan review for any of the following three reasons:

- a. The construction, expansion or alteration only involves the interior renovation of an existing space and the proposed changes will not result in an adverse impact in the areas described in Section 4.3.3.5. or 4.3.3.6.
- b. The proposed change in use is in the same use category and will not result in an adverse impact in the areas described in Section 4.3.3.5. or 4.3.3.6.
- c. The property has undergone site plan review and approval within the past five years and the proposed changes will not result in an adverse impact in the areas described in Section 4.3.3.5 or 4.3.3.6.

If the Community Planning and Development Commission does not act within 30 days of receiving a complete waiver request, the waiver shall be deemed granted.

2/3 vote required  
105 voted in the affirmative  
4 voted in the negative

**ARTICLE 19** - On motion by Jonathan E. Barnes, member the Community Planning and Development Commission, it was voted to amend the Zoning By-Laws of the Town of Reading by adding the following language to Section 4.3.3:

4.3.3.12.2 Waiver of Loading Zone Space Requirements

The Community Planning and Development Commission may waive the requirements of 6.1.1.3 as to the number of loading zone spaces, provided there is no adverse impact in the areas described in Section 4.3.3.6., or take any other action with respect thereto.

2/3 vote required  
106 voted in the affirmative  
1 voted in the negative

**ARTICLE 2** - On motion by Ronald M. D'addario, Precinct 6, it was voted to remove Article 2 from the table.

**ARTICLE 2** - Ronald M. D'addario, Precinct 6, presented the following instructional motion:

Town Meeting asks the Reading Municipal Light Department to continue its research into a greater use of green energy. With global warming encroaching on our environment, it is essential that we begin to utilize energy sources that do not contribute to increasing global warming. Please report your findings at our next town meeting. Thank you.

On motion by Richard W. Schubert, Chairman of the Board of Selectmen, it was voted that this Subsequent Town Meeting stand adjourned sine die at 9:35 p.m.

121 Town Meeting Members were present.

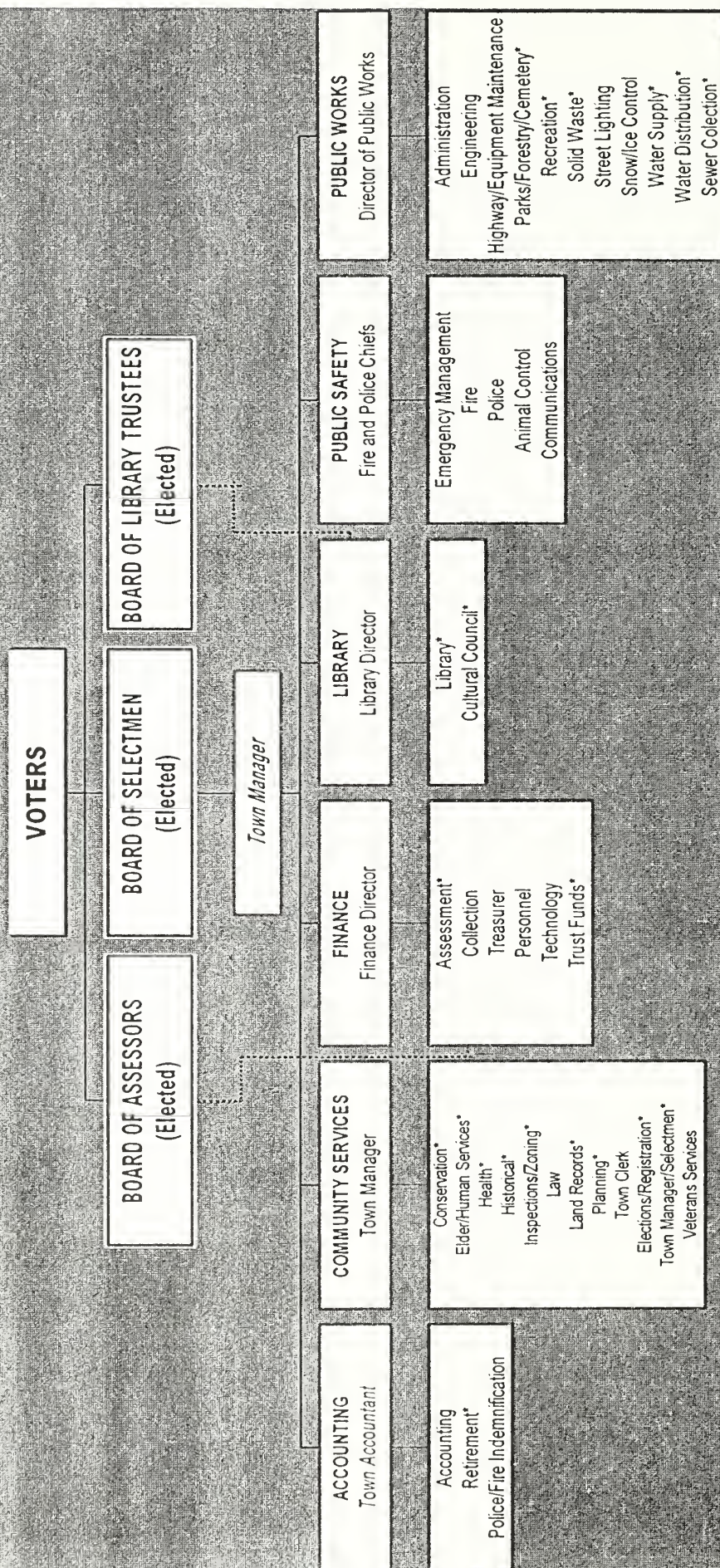


Aileen A. Shaw  
Assistant Town Clerk

A true copy. Attest:



# TOWN OF READING TABLE OF ORGANIZATION EXECUTIVE BRANCH



*Italics* – designates positions appointed by the Board of Selectmen

\* - designates an elected or appointed Board, Committee, or Commission that works with that Division

Dashed Line indicates a relationship between an elected Board and the Department or Division

Note – The Town Manager is the acting Department Head of Community Services until a Department Head is assigned



## READING PUBLIC LIBRARY

"The Reading Public Library is at the heart of an involved, articulate and literate community."

### Reading Public Library Strategic Plan 2000-2005

#### Statistics:

Patrons borrowed 349,181 items in 2004.

21,837 Reading residents have a library card.

14,316 people attended children's programs.

3,086 people attended teen and adult programs.

There were 204,051 visits to the Library in 2004.

The Library borrowed 19,417 items from other libraries for our patrons.

There were 430 reservations for the Library Meeting Rooms.

#### January, 2004

A new Reader Advisory Page was added to the Library's website.

<http://www.readingpl.org/readersadvisory.html>. This page provides book club information and resources, book reviews, lists of newly added materials and great suggestions for reading.

The Library values the privacy of our users by keeping their transactions confidential to the fullest extent allowed by law. In January, a new reserved policy was implemented which guarantees that only authorized persons may pick up a patron's reserved books. Head of Circulation Michelle Filleul provided workshops for all staff on the implementation of the new policy.

#### What You Said:

"Patron service is really stressed in Reading. It is more than lip service, there is a genuine effort made to get what is needed in the right hands with a smile."

#### February, 2004

The Library's Annual Staff Day was held on February 13th. The theme for the day was "Everyone Can Be a Leader." Nationally known Facilitator Maureen Sullivan led the staff through a series of tests, exercises and discussions on the subject of leadership. This in-service training which is funded by the Friends of the Library is critical in keeping library staff up to date, energized and inspired.

The Children's Department assembled SmartStart Baby Bags to give out to families with children up to two years old. The bags contain board books, booklists and a library card application. These bags provide a great introduction to the Library for our youngest users. This project was funded by a State literacy grant and the Friends of the Library.

#### What You Said:

"I love the services the Library offers youth. The children's librarians are tremendously creative and inspire not only the children but the parents as well. This is important because it is the parents who get children to the Library during the crucial early years."

**March, 2004**

New media shelving was installed to house the Library's ever-growing collection of CDs, Books on Tape, Videos and DVDs.

**Our Anniversary**

On Saturday, March 13th, Reading residents and others came together to celebrate the Library's 20<sup>th</sup> Anniversary in its current location at 64 Middlesex Avenue. The highlight of the celebration was the Library's reenactment of the "human chain" which originally moved books from the old Library to the Library's new home in the renovated Highland School.

Over 2000 people lined the sidewalks of Reading as a symbolic book was passed from person to person from Town Hall to the Library. There was something very special in the coming together of townspeople of all ages to share this experience. It was a demonstration of community and civic spirit that was totally "awesome," as well as a commemoration of the "human chain" that moved the Library 20 years ago!

**What You Said:**

"It was simply G-R-E-A-T!!."

**April, 2004**

Janet Taylor Lisle, nationally known author of historical novels for young adults, visited the Library and the Middle Schools for two days.

Senior Library Technician Allison DaSilva won the Massachusetts Library Association's Award for Outstanding Advocacy for Paralibrarians. Allison earned this special honor because of her many efforts to gain recognition for the crucial contribution made by Library support staff.

Head of Technical Services Jamie Penney was named the incoming Chair of the Massachusetts Library Association's Technical Services Division.

**What You Said:**

"Service with a smile!! The Librarians are always very happy people and that's what I like best about the Library! The staff is extremely pleasant, knowledgeable and efficient."

**May, 2004**

A reception was held to honor over 100 very giving people who donated 2,267 hours of volunteer time to the Library. The Library is very grateful for the dedication of our outstanding volunteers.

Residents enjoyed the annual Friends of the Reading Library House Tour which has become a beloved Spring tradition. It is the Library's major fundraiser for the year.

**What You Said:**

"Our nation's information is constantly changing. We need to have immediate access and remain current. Also, we need the relaxation which reading provides, and we need to share a love of reading with all generations."

**June, 2004**

The Library was awarded a \$20,000 Community Languages Grant from the Massachusetts Board of Library Commissioners. The grant provides funding to purchase books, periodicals and audio-visual materials in Chinese Hindi and Spanish. According to the 2000 United States Census, the number of Reading residents who speak and read these languages is growing significantly.

433 children signed up on the first day of "Splash!" this year's Summer Reading Program. Over 1,000 participants had signed up by the end of June. In all, 1277 children participated in the Summer Reading Program, reading almost 19,000 hours.

More than 150 teens signed up for the Young Adult Summer Reading Program, "Surf's Up!"

**What You Said:**

"READING LIBRARY ROCKS!"

**July, 2004**

Summer reading was in full swing with lots of programs from chess to poetry to pajama storytimes. Finding Reado, the Library Parrot, was a highlight of the Summer program. Children, their parents, and even some Library staff members had lots of fun "finding Reado." Reado's temporary homes included the window at the Hot Spot, Daniel's House Nursing Home, CB Designs and several other Downtown business locations. Children who "found" Reado were eligible for a weekly prize drawing.

Library Director Kimberly Lynn resigned in order to spend more time with her family. Assistant Director Elizabeth Dickinson was named Acting Director, and a search committee was formed to hire a new Director.

**What You Said:**

"As books become more expensive, I prefer to use the Library."

**August, 2004**

The Children's Department had another great Summer! In August, there were loads of programs, including Bubblemania, Vehicle Day, a special storytime at Parker Tavern, as well as the regular sing-along, pajama storytimes, films, puppet shows and chess.

177 participants in the Teen Summer Reading Program read over 650 books! The Teen Summer Auction and Ice Cream Bash was held in August to celebrate the end of the program.

Splash/Bash, our end of Summer reading celebration was held outside on a beautiful Summer evening. Events included a local celebrity dunk tank, a live jazz band, picnics on the lawn, food vendors, games, and art activities for the children.

Corinne Fisher, Head of Children's Services, provided leadership throughout 2004 to librarians in all six New England states as Chair of the New England Round Table of Children's Librarians.

**What You Said:**

"I love this Library so much, I could live there!"



**September, 2004**

Close to 600 people attended the Reading Public Library Foundation's Program, "An Evening with Barry and Elliot" (Jordan's Furniture). The Children's Department presented Barry and Elliot with a "welcome book" which showcased children's drawings of Reading.

**What You Said:**

"The Library helps to level the playing field for the underprivileged. They are a formidable and integral part of the community. ...often, it's the resources of the Library that are the springboard for people to be able to improve their lives personally or professionally."

**October, 2004**

Annual sixth grade "Cookie Tours" were held throughout October and November. These librarian-led tours provide an opportunity for every sixth grade student to learn about the Library's resources.

**Lifelong Access Institute**

Reading Public Library was one of 18 libraries selected to participate in "Lifelong Access Institute" which is part of the Northeast Regional Library System's grant, **The Library Experience, Older Citizens**. The Institute is designed to address the needs of older, active, adult library users. Librarian Lorraine Barry is the Project Manager for this grant. She will be working with the YMCA to plan an Older Adult Information Fair next Spring.

**What You Said:**

"Libraries have the ability to define unknown data as reliable, truthful. The Internet is wonderful (and I do love and use it constantly), but users need to be careful when using the Internet. Librarians can help you by making sure that the information you are getting is accurate and trustworthy."

**November, 2004**

On November 5th, the Reading Public Library Foundation sponsored an "Evening with Anchee Min." Ms. Min is the author of several best-selling books including her powerful memoir, *Red Azalea*. The program, which was the first event in the Helen Nigro Speaker Series, was very moving, and provided a unique view of recent Chinese history.

**What You Said:**

"In addition to providing books and computer services, the Library will become more and more a community center and offer an increasing number of lectures, art exhibits, children's programs, etc."

**December, 2004**

The Library received a check of \$7800 from the Reading Lions Club, representing the profits for their "Legendary Voices" fundraiser. The Library will use these funds to purchase materials for senior citizens and patrons with visual impairments.

**What We Said:**

"THANK YOU!" All contributions to the Library are an investment in the quality of life in Reading.

Respectfully submitted,

Elizabeth Dickinson, Acting Director

## **FIRE DEPARTMENT**

For the year 2004, we have seen the demand for service continue to rise. Development of commercial and residential properties as well as new school construction has severely taxed this Department in the area of fire prevention. World events have increased our emergency responses, impacted our Emergency Management System, and the trend of increased requests for routine Fire Department services has continued.

The Reading Fire Department is responsible for fire suppression, fire prevention, the Emergency Medical System and Emergency Management. The Emergency Management function identifies hazards to the community. Plans are then developed and tested to create a coordinated response to any type of disaster in the community. This Department is also responsible to coordinate and apply for all reimbursement for State and Federal disaster declarations. This year, the Town of Reading received \$135,373 reimbursement for snow removal costs incurred during the snowstorm of December 6-8, 2003.

The Reading Fire Department provides an Advanced Life Support level (A.L.S.) of care to sick and injured patients. This is the highest level of pre-hospital care available, and has resulted in a significant increase in the quality of patient care that we provide.

### **Emergency Activity**

In 2004, this Department responded to 4,666 requests for emergency assistance. A brief overview of emergency activity reveals there were 52 reportable fires broken down as follows: Seven structure fires, 31 outside fires and 14 vehicle fires. There were seven Hazardous Materials incidents. The Department responded to 1,778 requests for emergency medical treatment and transported 986 patients. Of the patients transported, 614 received Advanced Life Support treatment.

A resident on Tennyson Road suffered a large loss residential fire on December 13, 2004. At approximately 10:35 p.m., a two-alarm fire broke out on the first floor of a two-story home located on Tennyson Road. A mother and two children occupied the house at the time of the fire and were in bed on the second floor. The occupants were alerted to the fire by the activation of smoke detectors and escaped without injury.

### **Emergency Medical Services**

The Reading Fire Department has provided high quality Emergency Medical Services to the community since 1971. November 24, 2004 marked the one-year anniversary of our upgrade to the Advanced Life Support Level. The Advanced life Support Level is the highest level of pre-hospital emergency medical care available to sick and injured patients. This level of care provides for a wide variety of medications and more sophisticated treatment techniques, and is essential to patients who are experiencing a medical emergency that is an immediate threat to their lives.

Our A.L.S. Program has been performing far better than we anticipated -- this is due to the hard work of Captain Paul Guarino and Firefighters Sean Devlin and Eric Blackman. Since the advent of our program, the Reading Fire Department has responded to 2,157 medical incidents and transported 1,520 patients. Of the patients transported, 766 (50%) required Advanced Life

Support treatment. Our program is saving lives -- we have a resuscitation rate for patients in cardiac arrest of 36% -- this is an impressive statistic when compared nationally. The City of Boston's resuscitation rate is 40%. The four highest categories of medical conditions requiring A.L.S. treatment for the Town of Reading are: Cardiac events 24%, respiratory emergencies 16%, neurological emergencies 16%, and injury by trauma 8%.

As a result of a State-wide grant, we received two new Lifepak 500 defibrillators. These new units have improved features that increase patient survivability of a cardiac event. Over the last two years, we have received a total of four of these units, and this has allowed all first line fire apparatus to be equipped with the upgraded units.

### **Fire Prevention**

Lieutenant Paul Jackson is assigned the position of Day Officer. The Day Officer is responsible to ensure all life safety systems for new construction and renovations are designed and installed properly. This requires pre-construction meetings, plan review, code research and continual site visits to ensure proper installation. For existing buildings, the Day Officer is responsible to ensure all life safety systems are maintained properly. Other areas of responsibility include ensuring the safety and code compliance of flammable and combustible product storage, overseeing the maintenance of Department facilities, vehicles and equipment, and tracking data on Department activities.

The new school construction projects, development at the landfill and other large-scale projects have been a very large undertaking. The Jordan's Furniture/Home Depot building contains several different occupancies such as a theater, retail and bulk merchandising. This is a unique building that required considerable code research, the installation of special features, and the development of testing methods to ensure the safety needs of the occupants were met.

To ensure that all school buildings provide a safe environment, all school buildings received a safety inspection prior to opening for the new school year. All businesses received an annual in-service fire prevention inspection.

### **SAFE and Community Education**

Firefighter John Jenks coordinates the Reading Fire Department's S.A.F.E. Program. This fire safety education program is delivered in the Reading Public School System, and continues to receive a high level of support from School Administrators and children. This program is funded by a grant provided by the State. State funding for the 2004 program was reduced by two thirds, current funding is \$1,400 per year. This required a complete retooling of the program to adapt to the budget reduction.

This program features an in-house developed age appropriate curriculum for each grade level K through 5. Reading Firefighters trained as S.A.F.E educators visit each school classroom of Kindergarten through Grade 5 to deliver the fire prevention and anti-smoking message. Firefighters use a specially designed trailer provided by the Metrofire District to present a very real fire scenario to the students. Using this training aid, the children are taught life saving skills in a controlled setting that is not possible to duplicate in the classroom.



The S.A.F.E. trailer is available to the Reading Fire Department and 33 other communities in the Greater Boston Area free of charge.

### **Fire Alarm**

The municipal fire alarm system in Reading is in excellent condition. This is a direct result of the planning, care and maintenance given to the system by our two dedicated Fire Alarm Technicians, Michael Holmes and Peter Vincent. Whenever possible, we are connecting new and remodeled buildings to the municipal fire alarm system to ensure a rapid response to an incident.

### **Reading Emergency Management Agency**

As a result of recent world events, Emergency Management has become more active than ever before. Housed within Reading's Emergency Management Agency are two separate functions, Emergency Management and the Local Emergency Planning Committee.

The primary goal for Emergency Management is to identify threats to the community and to prepare for all disasters whether natural or manmade, coordinate the response of a wide range of agencies and assist in the recovery phase. A secondary goal is to ensure that the Town of Reading is in compliance with all Federal and State requirements to enable the community to remain eligible to receive reimbursement for Federal and State disaster declarations. The Town of Reading is and has always been in full compliance with all Federal and State requirements. For the Town of Reading, the Fire Chief is the Emergency Management Director.

Federal and State legislation requires every community in the country to have a Local Emergency Planning Committee (LEPC). The LEPC identifies areas where the population is most at risk from a hazardous materials release, facilities and transportation routes that contain hazardous materials and resources that would be used to mitigate an incident. The Reading Fire Department has developed a Hazardous Materials Emergency Plan to meet both Federal and State statutory planning requirements. For the Town of Reading, the Fire Chief is the Local Emergency Planning Committee Chairman.

The primary purpose of the plan is to provide a framework and methodology to efficiently respond to a hazardous materials emergency. To pool resources, the Town of Reading has joined with eleven other communities and formed the Mystic Regional Local Emergency Planning Committee. This association permits each member community to share resources in the event of an emergency.

Preparation for the Democratic National Convention that was held in Boston on Monday, July 26, 2004 through Thursday, July 29, 2004 required a considerable amount of staff time for planning activities to ensure the community was ready for projected traffic impacts due to the road closures. During the event, the Reading Fire Department provided staffing to a regional command center located in Wilmington. The purpose of the command center was to monitor fire, police, EMS and traffic conditions in the Metro North Boston area and to coordinate a response if necessary.

### **Significant Events**

On May 1, 2004, the Reading Fire Department celebrated its 150<sup>th</sup> Anniversary. We recognized this important occasion on Sunday, September 26, 2004, with an open house and motorized parade. The parade featured all the Reading Fire Department's fire apparatus, in-service equipment from Wilmington and Wakefield and 13 pieces of antique fire apparatus.

Due to the efforts of Captain Philip Boisvert, we received a grant from Federal Emergency Management Agency under the Assistance to Firefighters Grant Program for the sum of \$159,550. This has allowed us to replace all our self-contained breathing apparatus with new equipment that has many new firefighter safety features our current equipment does not have. Secondly, a fire alarm system was installed at the West Side Fire Station to bring this facility in compliance with the life safety code. Also, equipment was purchased for the connection of fire hose for all pumping engines.

The Department had one promotion, three retirements and hired one new member. Captain Stephen Ballou retired after performing 33 years of service, Firefighter Arthur Vars retired in May after 35 years of service, and Firefighter Stephen Lewko retired after performing 19 years of service. Lieutenant Boisvert was promoted to Captain on May 20, 2004 to fill a vacant Captain's position caused by retirement.

Captain Gordon Sargent was selected as the Reading Fire Department's outstanding member of the year. He was selected by a majority vote of Department members due to his 31 years of outstanding service to the Town of Reading. This is a well-deserved honor.

### **Conclusion**

Over the last year, we have made significant advancements in all areas of the Department. This has been achieved through higher levels of training for our personnel, the addition of new technology and equipment. Through the active pursuit of public safety grants, we have been able to install a computer in Engine 4, replace all our breathing apparatus, and improve the living conditions of our Firefighters. The Advanced Life Support Program has exceeded our expectations on every level, and represents a significant upgrade in the quality of emergency medical services provided to the community.

I would like to thank all Town Officers, Boards, Departments, members of the Reading Fire Department, and especially the citizens of Reading for their continued support and assistance.

Respectfully submitted,

Gregory J. Burns  
Chief of Fire Department

<b><u>Statistics for 2004</u></b>	
Permit Fees Collected	\$15,779
Ambulance Fees Collected	\$470,022
Bell Alarms	334
Still Alarms	2,614
Emergency Ambulance Calls	1,778
Inspections	880

**FIRE DEPARTMENT ROSTER****CHIEF:**

Gregory J. Burns

**FIRE PREVENTION:**

Lieutenant Paul D. Jackson

**CAPTAINS:**

Kenneth N. Campbell Jr.

Gordon E. Sargent

Paul F. Guarino

Philip B. Boisvert~

**LIEUTENANTS:**

Peter L. Marchetti

David T. Ballou

Richard A. Puopolo

Richard L.S. Nelson~

**FIREFIGHTERS:**

McSheehy, Matthew

Cahoon, Daniel

Holmes, Michael

Roy, David

McCarthy, Robert

Dwyer, Mark

Wallace, Patrick

Ryan, Brian

Pelrine, Stephen

Beck, Robert

Murphy, Stephen

Jutras, Robert

Robidoux, David

DelSignore, Anthony

Gentile, David

Belmonte, Michael

VanHorn, William

Palermo, Lisa

Wood, Michael

Dole, Scott

Jenks, John

Blackman, Eric

Roy, Paul

Loftus, Derek

Ballou, Dana

Polcari, Linda

McCarthy, Tom

Devlin, Sean

Finnegan, Chris

Myyette, Scott

Wade, Scott

Ayer, Bruce

Richard, Tricia

Dalton, Paul

Cynthia M. Keenan, Secretary

Peter Vincent, Fire Alarm

**Retirements**

Captain Stephen Ballou

Arthur Vars

Stephen Lewko

~ Promoted to fill vacancy



## POLICE DEPARTMENT

The Reading Police Department is proud of its accomplishments in 2004. We were one of a handful of Police Departments who met the Racial Profiling standards set by the Commonwealth. We were also one of the few Police Departments that became State Certified.

The Department looks with great pride to the programs we were able to provide to the public that goes beyond the basic police services. Examples are the Rape Aggression Defense (RAD), the Parenting Program, the "Click it or Ticket it" Program, the Bicycle Helmet Program and the Citizen Police Academy.

Through the hard work of Lieutenant Michael Cloonan, the Department's Executive Officer, we successfully received Federal and State Community Policing Grants. These grants funded several important initiatives. Programs such as the "Click it or Ticket It" Program provided manpower to enforce the car seat belt laws. During the Summer months, we augmented our regular police patrols with additional pedal bike and motorcycle patrols. All of these programs provided greater public safety. As important, these programs provided an opportunity to interact more closely with the community. This interaction strengthens the support for the Department and its Officers. Lieutenant Michael Cloonan is responsible for scheduling and the Department's firearms training. As the Department's second-in-command, he is in charge during the Police Chief's absence.

The Department is fortunate to have a very professionally run Detective Division. Commanded by Lieutenant Detective Kevin Patterson, the Detective Division has been successful in solving most of the crimes it has investigated. Their attention to detail has resulted in crimes being solved that otherwise would not have been possible. The Detective Division works closely with the Reading School Administrators and school staff in addressing the many criminal and non-criminal actions of the student population. The Detective Division maintains a high level of respectability within the courts for the professional way they prosecute criminal cases. The work done by the Detectives on the Sexual Registry has been exemplary. Working with Detectives from other communities, we have investigated very complex and sensitive crimes that have resulted in arrest and closure for the victims. Lieutenant Detective Patterson holds a high level position with the Regional Detective Association. This position brings credit to him and to the Department.

The current Night Commander is Lt. Richard W. Robbins who commands 18 of the 32 Officers in the Uniform Division (four Sergeants and 14 Patrol Officers). Additionally, he is in charge of the Public Safety Dispatchers consisting of the Head Dispatcher, seven full-time and two part-time civilian dispatchers as well as the Communication Center.

The following are some of Lt. Robbins' responsibilities:

- ◆ The Department's Crime Prevention Officer assisted by Officer Larry Frederick.
- ◆ The Department's liaison with the Fire Department. Issues or concerns between departments are discussed with the goal of resolving those issues and concerns.
- ◆ The Department's State mandated representative for the Criminal Justice Information System (CJIS)/Criminal History Systems Board (CHSB) computer. This computer system allows the Reading Police Department to check Registry of Motor Vehicle records, check for arrest warrants, conduct criminal record checks locally and around the country as well as administrative functions. Lt. Robbins is responsible for the training and certification of new hires in the use of the CJIS/CHSB computer and the recertification of personnel every two years. Sergeant James Cormier is the back up representative.

- ◆ Responsible for the monthly validation procedure for confirming that a record in the CJIS/CHSB computer is complete, accurate and still outstanding or active in the following files: Boats, Guns, License Plates, Missing Persons, Securities, Vehicles, NCIC Warrants and LEAPS Warrants. Validation is accomplished by reviewing the original entry and current supporting documents. Consulting with the complainant, victim, prosecutor, court as well as any motor vehicle registry file is required.
- ◆ Responsible for submitting monthly crime statistics to the State under the new National Incident-Based Reporting System (NIBRS). NIBRS collects data on each single incident and arrest within 22 offense categories made up of 46 specific crimes called Group A offenses. For each of the offenses, various facts about the crime are collected. In addition to Group A offenses, there are 11 Group B offense categories for which only arrest data are reported. Each reportable crime is reviewed for accuracy in the reporting of the following: The crime, victim, suspect, witness and property, including drugs. In order for this Department to participate in any Federal grant program, it must agree to the more in depth crime reporting requirement of NIBRS.
- ◆ Coordinator for the Department's Emergency Medical Technicians (EMT). Maintains the records to ensure the EMTs obtain the required continuing education hours, refresher course and CPR training every two years.
- ◆ Coordinates training and maintains the Departments cardiac defibrillator units. Defibrillators are a key element in the Chain of Survival for a person who suffers a sudden cardiac arrest. By quickly delivering an electrical shock to the heart, the chances of recovery increase. Each minute of delay in returning the heart to its normal rhythm decreases the chance of survival by 10%.
- ◆ Responsible for yearly evaluations of the four night Sergeants and the Head Dispatcher.
- ◆ The four night Sergeants have many responsibilities that impact upon the Town's public safety. The Department's Website which is currently on hold due to budgetary constraints is maintained by Sergeant David Stamatis. Sergeant Francis Duclos assists with Department training. Sergeant James Cormier is responsible for maintaining State Certification and maintains the Department's in-house computer system. Sergeant Patrick M. O'Brien maintains the Enhanced 9-1-1 System, Department computer system, State Teletype system, Enhanced 911, and the National Crime Reporting System.

The success of the Department's efforts to deliver professional police services is dependent on a Department wide team effort. All sworn and civilian members work together to provide the most effective and efficient public safety services. This team effort has resulted in a successful Open House held in May. In September, Department personnel were privileged to serve a Ham and Bean Supper to our greatest supporters, our senior citizens. In December, we provided a tasty treat and a good time to our youngest citizens at the Department's Annual Town-wide Christmas Party.

## **PUBLIC SAFETY DISPATCHERS**

The Reading Public Safety Dispatchers provide through communications a lifeline for the community, Police Officers and Firefighters. Seven full-time and two part-time Dispatchers are under the direct supervision of the Head Dispatcher and under the command of the night Police Commander. Dispatchers receive request for information and request for service, they triage those request based on available resources, and disseminate those request to the emergency personnel in the field. Dispatchers greet the public entering the Police Station and provide a valuable service to our community. Dispatchers recorded 18,694 calls for service in 2004 and issued 3,899 Community Access Stickers. We are grateful for the professional service provided by the Reading Public Safety Dispatchers.

### **CROSSING GUARDS**

The school Crossing Guards are part-time civilian personnel. Currently, there are 18 permanent Crossing Guards and five spares that fill in when a regular Crossing Guard is unable to cover their post. They are under the direct supervision, coordination and control of Safety Officer Thomas B. Murphy.

Each Crossing Guard plays an essential role in ensuring the safe commute of children to and from school. They also serve as an extra set of eyes and ears for the Police Department and the community as well. These Crossing Guards have proven to be devoted to their duties and are a great asset to the Town of Reading.

### **ANIMAL CONTROL**

The Animal Control Officer is Ronald Burns who works 13 hours per week and is called on for emergency situations.

There were more than 600 calls for service received by the Animal Control Officer. There were eight dog bites over the year resulting in injuries to humans. There were nine bites over the year resulting from animal to animal. Four tested positive for rabies and were quarantined for 45 days. Those that tested negative for rabies were quarantined for 10 days.

Over 200 fines and citations were issued to residents for failure to keep their dog on a leash, failure to license their dog and for biting. A majority of the calls were received for neighbors complaining about other dogs. Two dogs were euthanized and two dogs were killed by motor vehicles. Three hearings were held at the Woburn District Court for people protesting citations.

The Animal Control Officer is authorized to isolate and confine domestic animals suspected of being exposed to rabies. Acting according to State regulations and guidelines, Animal Control Officers must:

- ◆ Investigate reports of domestic animals exposed to rabies.
- ◆ Determine if the domestic animal has or may have been exposed to a rabid animal, and if the domestic animal has been properly vaccinated.
- ◆ Make an evaluation of the exposure of the vaccinated animal and prescribe the appropriate action according to State regulations.
- ◆ Obtain permission to euthanasia exposed, unvaccinated animals from their owners or from the MDFA.
  - (a) Carry out euthanasia permitted by the owner of MDFA.
  - (b) Collect the head of the euthanized animal and deliver or send it to MDPH State Laboratory Institute, if the animal has bitten or otherwise exposed a human or domestic animal.
- ◆ Ensure that vaccinated domestic animals receive a booster vaccination if needed, and that the animal remains under appropriate strict confinement or isolation.
- ◆ Contact local officials when exposed domestic animals have exposed humans.



## **PARKING ENFORCEMENT OFFICER**

The Parking Enforcement Officer is Ronald Burns. He works 18 hours per week, covering four days in the work week.

The major responsibilities of the Parking Enforcement Officer are:

- ◆ Identify and cite motorists who violate Reading's parking regulations and reduce opportunities for violations to be committed through preventive patrols of all parking areas.
- ◆ Tally and inventory tickets daily.
- ◆ Identify parking problem areas within the Town and forward this information to the Safety Officer.
- ◆ Perform related duties as required.
- ◆ Total Citations issued by PEO: 2,984
- ◆ Total income from parking citations: \$55,985

The following is the Department Roster, a statistical analysis of our enforcement efforts and a record of revenues generated by our department.

## **POLICE DEPARTMENT ROSTER**

### **CHIEF:**

Robert J. Silva

### **LIEUTENANTS:**

Lt.-Detective N. Kevin Patterson  
Executive Officer Michael P. Cloonan  
Night Commander Richard W. Robbins

### **SERGEANTS:**

Bruce F. Russell  
Mark J. O'Brien  
James W. Cormier  
Sgt.-Detective Patrick M. O'Brien

David M. Stamatis  
Peter C. Garchinsky  
Francis G. Duclos

### **DETECTIVE DIVISION:**

Patrol Officer Robert F. Flynn  
Patrol Officer Michael D. Saunders  
Patrol Officer John McKenna

### **SUPPORT SERVICES:**

Community Service Officer Jack Kyle  
Safety Officer Thomas Murphy  
Armorer Christopher J. Voegelin

**PATROL OFFICERS:**

David Savio	Larry E. Frederick	Peter O'Brien
Charles J. Lentini	Salvi Lavita	James P. Collins
Anthony F. Caturello	Pasquale Iapicca	Matthew C. Edson
David J. Clark	Mark D. Segalla	Derek Holmes
Christopher R. Picco	Joseph Belmonte	Michael Lee
Michelle Halloran	Michael Nickerson	Keith Hurley
Kevin Brown	Michael Fitzgerald	Leone Sullivan

**Ancillary Personnel**

**ANIMAL CONTROL OFFICER/PARKING ENFORCEMENT OFFICER:**

Ronald Burns

**CLERKS:**

Administrative Assistant Victoria Cummings  
Principal Clerk Joanne Power

**DISPATCHERS:**

Head Dispatcher Victoria Avery	Regina Benoit-Saunders	Ryan Mahoney
John Rawcliffe	Matthew Vatcher	Stephen Duke
Michelle Aldrich	Susan Tapley	

**SCHOOL CROSSING GUARDS:**

Cindy Ashi	Mildred Barton	Reggie Benoit
Tony Deantonis	Fred Dymont	Thomas Petelle
Ernie Gisetto	Mary Hubbard	Gerry Intonti
Lucy Intonti	Joseph Lopiccola	Tina Lantz
Marsha Leighton	Jim Maloney	Luann McKinnon
Edward Harradon	Peter Mpontsikaris	
Dick Stosez		

**Spare Crossing Guards:**

Ronald Burns  
John Rafferty  
Arthur Dickinson  
Thomas Esposito  
Peggy Faulkner

The following are the arrests and services performed:

**2004**

Arrests: 150  
Persons held in Protective Custody: 25  
Motor Vehicle Violations: 5,862  
Parking Violations: 4,391  
Juveniles Apprehended: 5  
Detective Criminal Cases: 165  
Auto Accidents Investigated: 595

**Fees Collected – FY 2004**

License to Carry: \$2,963.00  
Firearms Identification Cards: \$913.00  
Police Reports Copied: \$1,523.00  
Parking Fines: \$84,740.00  
Court Fines: \$6,485.00  
Administrative Fees for Details: \$30,959.00  
Commuter Parking Permits: \$13,780.00  
Community Access Stickers: \$80,466.00  
Civil Infractions: \$35,660.00  
Rent for Community Room: \$111.00  
MV Lease or Surcharge: \$1,938.00

The Reading Police Department's mission is to protect and serve the public through police action. With limited resources, we must act as a team to accomplish our mission. Providing the community with the highest level of police services is a goal that will require dedication, hard work and a strong commitment to our community from the Police Officers and the Department's civilian support staff.

We look forward to the many challenges that 2005 will present to us. A new Police Chief will lead our department to a very successful year. During this transition, the spirit and dedication of all Police personnel will be tested. I am confident that they will rise to the occasion.

I want to thank the citizens of our community for their support and cooperation. Working with the community, your Police Department will accomplish its mission.

Respectfully submitted,

Robert J. Silva, Chief of Police



## DEPARTMENT OF PUBLIC WORKS

### Director's Comments

Department personnel were actively involved as members or liaisons of many Boards and Committees. We have also assisted other Departments throughout the year on many projects and programs, and have been fortunate to have the cooperation and support of the Town Manager and other Departments within the Town.

The Town has engaged the services of consulting engineers in developing long-term plans for water supply, water distribution improvements, fleet maintenance and sewer system improvements. Capital plans have been developed to incorporate these improvements over a ten-year period and beyond. The Department continues work with the consulting firm of Camp, Dresser & McKee in preparing applications and documentation for the Town of Reading to connect into the Massachusetts Water Resources Authority (MWRA) water system, with the ability to use up to 219,000,000 gallons of water per year from the MWRA system. The buy-in cost is estimated to be \$3.4 million. Water system improvements continue with the replacement of older, unlined smaller diameter mains with larger diameter mains in order to increase fire flows and improve water quality. A portion of the 20-inch diameter main in the Birch Meadow Park area was replaced in kind, and the construction of a 12" diameter water main from Walkers Brook Drive to Ash Street was completed. We have also been working with Camp, Dresser & McKee to develop a program for the removal of inflow and infiltration into the Town's sanitary sewer system with concentration on TV inspection and sealing of distribution mains and manholes. We are moving forward to perform house-to-house inspections with the purpose of identifying illegal sump pumps and storm drain connections to the sanitary sewer system, and assist homeowners with solutions and moderate financing to remove those connections.

We have been fortunate to welcome the following employees to the Department: Christopher Cole, Civil Engineer, Anthony Sharaffa, Co-op student in the Engineering Division and Carol Quinn, Clerk in the Recreation Division.

We continue to benefit following the community's approval of a Proposition 2½ override which allowed us to maintain staffing levels equal to the previous Fiscal Year. In addition we were able to continue our 20-year roadway maintenance program in the amount of \$300,000 which allowed us to perform roadway crack sealing and pavement repair in many sections of the community. In accordance with EPA regulations, we continue work on our Storm Water Management Plan. We look forward to staffing increases, as funding allows, to meet ever-increasing demands for services and the need to maintain the Town's roadway and utility infrastructures.

There continues to be a good cooperative effort on planned and emergency projects by the Divisions within the Department. Because of the efforts of the staff, we are able to provide good quality service to other Town Departments and to the general public. It is a pleasure working with the dedicated and devoted staff, and I thank them for their effort.

Respectfully submitted,

Edward D. McIntire, Jr., Director

### **ADMINISTRATION DIVISION**

The Administration Division supported the Department with procurement administration, water and sewer billing, budget preparation and coordination, departmental personnel and payroll services, accounts payable processing, cemetery administration services and responses to public inquiries, and concerns over all Public Works areas of responsibility.

Significant projects included:

- ◆ Procurement and project support for various water and sewer main projects, including sewer system rehabilitation and water main construction on West Street and Pleasant Street.
- ◆ Coordination of the application and acceptance process to the Massachusetts Water Resources Authority as a supplemental source of Town water.
- ◆ Procurement and contract administration for the installation of water conserving plumbing fixtures in several municipal buildings and three schools. Locations included the Town Hall, Library, Fire Department, Senior Center, Public Works Facility, Reading Municipal Light Department, Birch Meadow School, Eaton School and the Killam School.
- ◆ Coordination of cooperative Household Hazardous Waste Day collection events with the Town of Wakefield.
- ◆ Facilitation of emergency response training for employees and supervisors from all Town Departments in conjunction with the water system vulnerability assessment.

Emphasis continued on providing public information, responding to inquiries and concerns, and improving all areas of public communications.

### **CEMETERY DIVISION**

To: Board of Cemetery Trustees

The following is from office records for calendar year 2004.

Interments – 120	Interments for all years – 13,496	
Markers set – 62	Foundations – 28	Monuments re-set – 7

#### **Sale of Lots**

**Forest Glen** – 2 lots, 1 single grave – Total for all years – 2030 lots, 791 single graves.

**Charles Lawn** – 8 lots, 3 single and veterans graves – Total for all years – 446 lots, 222 single and veterans' graves.

**Wood End** – 25 lots and 1 single grave – Total for all years – 217 lots, 21 single graves.

Cooperation from other divisions of Public Works was outstanding and much appreciated. The Board of Cemetery Trustees has been very supportive of all the numerous programs and goals of this division. I thank them for all their assistance.

Respectfully submitted,

Robert L. Keating, Supervisor

**CUSTODIAN OF VETERAN'S GRAVES** – Calendar year 2004

**Interments:**      WWII – 20              Korea – 1              Vietnam – 1              Peacetime - 2

Total of all veteran's interred – 1617

As has been the custom for many years, all veterans' graves were decorated with a flag and a potted flower for Memorial Day.

Respectfully submitted,

Frank Driscoll, Custodian of Soldiers' and Sailors' Graves.

**ENGINEERING DIVISION**

The Engineering Division provides engineering services to all Departments within the Town of Reading. The Division is responsible for preparation of plans, specifications, estimates, survey layout, inspection and supervision of Town construction projects, review of subdivision plans for accuracy and conformance with the subdivision rules and regulations, inspection of subdivision construction, administration of the Chapter 90 program, maintenance of all records concerning the subdivision of land, roadway construction, water, sewer and drainage construction, and issuance of various permits.

Construction activity picked up considerably in 2004. Major construction projects that were active during the year included the West Street water main replacement, the 20-inch water main replacement through the Birch Meadow athletic complex, and the substantial completion of the Walkers Brook Drive reconstruction project. 2004 was the second year of the pavement management system implementation. This involved the repaving or reconstruction of 15 streets. These included Cedar Street, Granger Avenue, Grove Street, Linnea Lane, Mineral Street, Sigsbee Avenue, Washington Street, Avon Street, Chapin Avenue, Haven Street, John Carver Road, Prescott Street, Shackford Road, Fulton Street and Pierce Street. The paving projects were done through a combination of contracted and Town forces.

Significant progress has been made on the planning and design of upcoming projects. The Downtown Streetscape plans have been advanced to the 75% design level, and the project has been reprogrammed on the Federal Transportation Improvement Program for FY 2006.



Plans are being prepared for the Summer Avenue and Willow Street reconstruction projects which will start in the Spring of 2005. Contracts are being prepared for the third year of the Pavement Management Program with an additional 15 streets slated for repaving or reconstruction in 2005. The water main replacement program continues with the design of two major projects. Preliminary plans have been prepared for the West Street (County Road to Willow Street) and Franklin Street (Main Street to Haverhill Street) water main replacements. These projects will be ready for construction in the Spring of 2005. The house-to-house inspection program was restarted this year and will continue into 2005. The purpose of this program is to locate sump pumps that are connected to the sewer system and identify ways to remove them.

A consultant was selected to perform a study of the risks associated with hazardous cargoes using I-93. The purpose of this study is to identify potential sources of contamination and solutions that will help prevent the release of hazardous materials into our well field such as the gasoline spill that occurred in 1992.

The first annual report was submitted to the Environmental Protection Agency demonstrating compliance with the NPDES Phase II Storm Water permit issued to the Town in 2003. A staff level Storm Water Committee was established to assist in the development of the necessary plans, bylaws and other compliance related activities. Responsibilities for oversight of compliance activities was placed on the Water and Sewer Advisory Committee (now the Water, Sewer, and Storm Water Management Advisory Committee).

The Engineering Division issued permits and inspected construction of 32 new connections to the Town sewer system and eight permits were issued for sewer repairs or reuse of existing connections. Sixty-seven Street Opening Permits were issued to Keyspan Energy for repairs and new gas services. Thirty-four Street Opening/Occupancy Permits were issued to other parties for underground utility work and construction within Town right-of-ways. Nine Public Hearings were held for new utility installations within Town owned rights-of-way.

Engineering reviews were performed for the Community Planning and Development Commission, Conservation Commission and the Zoning Board of Appeals on several large development projects. These included Phase II of the Walkers Brook Crossing project, redevelopment of the Danis property on General Way, the Johnson Woods condominium project, the Archstone project at Spence Farm, and the over 55 housing project on Salem Street. Numerous other reviews were performed on lesser projects. Construction inspection was performed on the active developments within Town.

## **HIGHWAY DIVISION**

The regular projects such as street sweeping, roadside cutting, sidewalk and street maintenance, mixing and sifting compost and loam, tree lawn replacement, cleaning catch basins and maintaining traffic signs were done by priority and need. Street sweeping was started on March 29, 2004 and finished on May 21, 2004.

### **Miscellaneous**

Placed and filled planters for the Adopt-An-Island Program, and placed mosquito control tablets in the catch basins and detention areas for the Health Department. Held Hazardous Waste Day, and had Adopt-A-Family in November and December.

### **Vehicle Maintenance**

Repaired and serviced the equipment from Police, Fire, School, Building Maintenance, Council on Aging and Public Works Departments. They continued to take waste oil from the public during the week and on Saturdays.

### **Snow and Ice**

During the Winter season of 2003-2004, we plowed five storms and sanded 18 times.

### **Special Projects**

Installed a backup generator and pad at the Senior Center, and paved Cedar Street, Mineral Street, Sigsbee Avenue, Avon Street, Chapin Avenue, John Carver Road, Copeland Avenue and Shackford Road. Skim coated a section of King Street, Howard Street from West Street to County Road, a section of Bear Hill Road, a section of High Street, a section of Willow Street, a section of Washington Street, Brook Street, and a leveling course on Granger Avenue. Installed a handicap ramp at Coolidge Middle School, and repaired the main drain line at the Eaton School.

### **TOWN FOREST COMMITTEE**

This year, the scout groups of Reading camped in the forest on 24 different occasions at which time they cleaned up the areas they used.

With the help of the Public Works Department, some road and road side brush maintenance was accomplished.

The Committee wishes to thank the Public Works Department, Fire Department, Police Department, Conservation Commission, scout groups and citizens of Reading for their support.

Respectfully submitted,

George B. Perry II, Chairman  
Louis E. Debrigard, Vice Chairman  
Benjamin E. Nichols, Secretary

### **FORESTRY-TREE WARDEN'S REPORT**

Eighty-five shade trees were removed. These trees were dead or in a dangerous condition as to be a threat to public safety. One tree was braced for preservation and safety. One hundred and four hazardous tree stumps were removed from the tree lawns, parks, schools and playgrounds for public safety. Seventy-seven trees were trimmed. Dead wood and low branches

were removed from the public trees as requested or observed. Tree trimming has continued as aggressively as possible but a lack of personnel has continued to hinder this program. Thirty-six trees and shrubs were planted on private and public property as replacements. The tree nursery on Strout Avenue continues to be a resource for new planting of trees throughout the Town.

The Compost Center on Strout Avenue continues to accept brush and leaves from residents. 41,174 cars entered the Compost Center in 2004. Residents are required to purchase stickers for use of the Compost Center.

The holiday lighting put up by the tree crew in the Town Square was once again very successful. There were 15,500 colored bulbs installed on the Common.

The Town of Reading was awarded "Tree City USA" for the 19th consecutive year by the National Arbor Day Foundation. Five hundred Balsam Fir trees were purchased and distributed to all the fifth graders. Thanks to the Reading Rotary Club who have sponsored and assisted in this program to make "Arbor Day 2004" a success in Reading.

A special thanks to all the Committees and Commissions working toward the preservation of Reading's public shade trees.

Respectfully submitted,

Robert L. Keating, Supervisor-Tree Warden

### **PARKS DIVISION**

The Parks Division continues to maintain 64 acres of grassed area throughout the Town, and also the facilities within the parks and schools. This includes the renovation as well as continued maintenance of all the ball fields on school or parks grounds. The Division maintains 16 tennis and basketball courts, the tot lots and the skating rinks, and maintains the grounds for all municipal as well as school buildings.

The Division also assists all Town Departments, Committees and Commissions with tree maintenance, snow and ice removal and Election set-up.

Respectfully submitted,

Robert L. Keating, Supervisor

### **RECREATION DIVISION**

The mission of the Recreation Division is to provide the community with year round recreational activities. Recreation programs are broad based to meet the recreational needs of all segments of the population. The Division must continually update and modify its programming to meet the current needs of the community. As the community's participation and awareness of local recreational programs increase, so does their expectation of Recreation Division programs. The Division must be ready to anticipate and adapt to these growing expectations and trends.



The Recreation Division recognizes that sports, recreation and leisure activities are important for the well being of the community. The use of leisure time for enjoyable sport and recreation provides personal benefits to the individual and for society in terms of health, quality of life, and a range of related economic outcomes. The Division's objectives are to ensure that people throughout the Reading community share in the benefits of participating in active sport and recreation.

The Division offers a variety of programs to residents of all ages. A direct programming emphasis has been placed on Reading Middle School and Elementary School aged youth. The Recreation Revolving Fund continues to fund all programs for 2004. The Recreation Committee, with nine members and three Associate members, provides guidance and support to the Recreation Division.

### **Programming**

#### **Winter/Spring**

Reading Recreation ran the following programs for the Winter Spring season:

Spring Soccer Doctor Clinic

Biddy Basketball 101

Big Sticks Golf Academy for Youths and Adults

Spring Basketball Clinic with H.S. Basketball Coach Kim Penny.

Reading Baseball School – Pitching and Hitting Sections

Spring Tennis Clinics for Youths and Adults

April Vacation All-Sports Camp with Coach Jeff Nelson

Challenger Basketball for Children with Special Needs

Tai Chi Class for Adults

Reading Recreation Egg Hunt

Piano Lessons

Baby Sitting Course

Video Class with RCTV

Crafts Programs for Adults

French and Spanish After School Program

Winter/Spring is generally the lightest season for new programming as it is the bridge between very busy Fall season with the facilitation of Basketball scheduling and the planning of Summer programs. The Division saw some success with the Vacation programs for 2004 and will continue to again offer those in 2005. The Spring season saw many successful programs including the popular Reading Baseball School which is run by Peter Moscariello.

The Recreation Division continues to broaden the scope of its programming. Offering classes such as French and Spanish, Video Classes and piano lessons, the Division believes that Recreation is more than just sports and can include enrichment type programs.

## Summer

The Recreation Division had a very successful Summer 2004. Camp numbers averaged close to 90% capacity for the entire Summer. This was a nice rebound from a slower 2003. Summer Camp did find a new home this past Summer due to the RMHS construction project at Coolidge Middle School. Once again, Greg Porter served as Director of Regular Camp and Lindsey Onorato served as Assistant Director. Both did an excellent job managing a solid returning camp staff. This year's camp staff saw approximately 80% returning staff.

Other successful programs included:

RCTV workshops	Super Sports Clinic
Challenger Little League Baseball	Kids Crafts
Volleyball Clinics	Ring Hockey
Tiny Tot Soccer	Red Glare Wrestling
Basketball Clinics for Boys and Girls	Tennis Clinics
Martial Arts Programs with Steve Nugent's	Reading Baseball School Clinics
Karate Institute	

The Recreation Division also had some very successful trips in conjunction with Celebration Tours. The trips for Summer 2004 included a Clambake on Cabbage Island, Red Sox at Baltimore Orioles and the Rhode Island Light Cruise. The Division was also pleased to be one of the few to run a successful Tall Ships tour.

The Division continued to run one of our other popular programs – the All Comers Track Meets. This program is facilitated by the Recreation Coordinator Dan McGrath and RMHS Girls Track and Field Coach Ken Fiet along with current and former members of the RMHS track teams. The meets are every Wednesday night at 6:30 p.m. Each Wednesday night, there are four events in which participants can register. There is also age brackets set up for a number of heats for each event. The cost for this program is minimal and provides families of Reading a night of entertainment.

The Recreation Division also continued its tradition for our two concert series “Theater on the Green” and “Touch of Class.” “Theater on the Green” had a successful turnout this Summer each Wednesday, five concerts highlighted by Roger Ticknell, a children's sing-a-long, and Dan Grady's Marvelous Marionettes. The “Touch of Class” concerts included Reading staple “Bob Bachelor's Totem Pole Orchestra,” “John Penny Band” and Reading's own “Steven Savio” among the eight concerts. Between donations that were collected during each of the concerts and sponsorships from local businesses and organizations, the Division is able to run these concerts at zero cost.

Finally, the Recreation Division held its 14<sup>th</sup> Annual Reading Tennis Open. The Tournament was again a success this year. Gregg Luongo once again served as the Recreation Tennis Pro. He did an outstanding job working with kids and adults. Tennis enrollment was consistent with the numbers of the year before. Many kids enjoyed the clinics so much that they signed up for more than one week. Gregg also continued a Tennis Travel team in which Reading competed against other towns at the developmental level. Private lessons were also offered and conducted by Gregg or Matt Williams.

### **Fall/Winter**

The Fall/Winter programs were very successful. Reading Recreation continued to run programs such as Karate for Children and Adults and Kickboxing for Adults and Junior Boxing. The classes are all taught by the instructors of Steve Nugent's Karate Institute. This is expected to be the last classes at the Steve Nugent's Karate Institute as they will be closing business in Reading. The Division will look into continuing to offer classes of Martial Arts using Steve Nugent himself as the instructor. A location will need to be determined.

Recreation again offered Field Hockey in the Fall. Once again, this program was very successful and was run by Christine Gallegher. Other successful programs included Challenger Soccer run by Ralph D'Amico, Big Sticks Golf, Kids Crafts and Recreation sports and games.

The Recreation Division changed the Basketball program this year and set up a third program to go along with two of the bigger programs, Travel Basketball and Sunday Basketball. This year due to the fact that there was a new private program started for the Girls Basketball program, the Division had to cut back on the number of teams that would travel. Instead of placing every player on a travel team, a new program was created called Recreation Hoops. Recreation Hoops is a scaled back version of Travel Basketball. It was designed for players who wanted to play basketball but were not able to make the Travel Teams in town. Recreation Hoop teams play a 12 game schedule and only travel about three times per season. A typical travel team will play close to 20 games and travel about 10 times. Currently, there are 25 boys and 16 girls playing Recreation Hoops. Each week, the players meet at the Field House and are divided into 2-3 teams and play teams from other communities such as Winchester, Bedford, Rockport and Newburyport.

The Travel Basketball program features boys 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade teams and the girls program has 7<sup>th</sup> and 8<sup>th</sup> grade teams. These teams are selected by coaches with input from the Recreation staff after a two-day competitive try-out. Teams are coached by volunteer parents and friends of the Recreation Division.

With the addition of the Recreation Hoops program, Sunday Basketball has been reduced to 3<sup>rd</sup>–6<sup>th</sup> grade players. Former RMHS graduate and Varsity Captain Sean Broussard was hired to be the Supervisor of Sunday Basketball. He has done an outstanding job showing the ability to run clinics, work with kids and supervise the referees. Sunday Basketball numbers are up by about 20 kids as well this year with close to 120 girls and 150+ boys participating from Grades 3-6. Sunday Basketball continues to be the "bread and butter" program of the Department. Recreation Hoops is the first step to giving Sunday Basketball a bit of a "face lift."

The After School Learn to Ski Program will be running again this year. The elementary program has 30+ kids. Coolidge and Parker Middle School continue to be successful with the Middle School program. The Coolidge side of the program filled up to 50+ kids this year, and the Parker side filled to 50% capacity. The total of 59 kids for the middle school program is comparable to last year's total.



Reading Recreation again in 2004 has sponsored Destination Imagination. This year, we have three teams competing -- one for the K-2<sup>nd</sup>, one in the 3<sup>rd</sup>- 5<sup>th</sup> grade level and one for the 6<sup>th</sup>-8<sup>th</sup> grade level. The program is run completely by volunteers and basically breaks even in the end. Each team will participate in an end of the year DI Tournament in March.

Reading Recreation introduced Smart Cookies to the programming line-up in 2004. Smart Cookies runs cooking classes for grades pre-school-5<sup>th</sup> grade. The classes include sections for "Finicky Eaters," "Cooks and Books" and "All Stirred Up." Classes are safe and are an introductory enrichment class for those interested in cooking. The classes were very well received the first time though.

### **Special Needs Programming**

Special Needs programming this year was offered by EMARC Recreation in conjunction with the Recreation Division. Programs such as Ring Hockey, social club and swimming classes were offered. EMARC offered successful programs such as Special Olympic training, bowling, teen groups and social clubs to name a few. The participants are asked at the end of each session to fill out an evaluation form to give feedback.

Margaret Veronelli ran the Challenger Little League Program this past Summer. The program, as always, did very well with participation. Margaret also ran Challenger Bowling for the first time through the Recreation Division. The program was very well received. The Division continues to look for other programming areas to expand into.

### **Brochure**

Reading Recreation continues its mailing of the Community Guide to every household in Reading three times a year. Recreation is also continuing to include the following participating agencies in this publication: Police Department, Fire Department, Library Services, Elder Services, YMCA, Creative Arts and various in-town organizations.

The Recreation Division has been successful getting flyers called "Notes from the Reading Recreation Division" out to the schools bi-monthly. These flyers have received a positive response from the community. We will continue with this undertaking as well as continue to send Press Releases to our local media outlets.

### **Personnel**

Dan McGrath continues as the Program Coordinator. He has proved to be invaluable to the Division as he has helped with the administration of Summer Camp, Sunday and Travel Basketball and the Learn to Ski Program as well as the development of Biddy Basketball and Recreation Sports and Games. Dan's main responsibility of his position is to create, organize and supervise recreational programs. With the assistance of the Program Coordinator, the Recreation Division was able to increase the amount of programs for 2004 and looks to continue to create and look for new niche markets in 2005.

Carol Quinn joined the Recreation Division as Principal Clerk in early June. She has fit in very well and has made an instant impact. Carol started during a very busy time for the Recreation Division and has been able to learn things on the fly. She is responsible for most of the data input into the Recreation Database Rec. Trac, and is also responsible for reconciling receipts at the end of the day.

### **Administration**

John Feudo begins his third year as Recreation Administrator. John continues to look for new areas in which the Recreation Division can improve.

John, under the direction of the Recreation Committee, continues to manage the scheduling of all Town fields. Permits are issued for every field in town, including the football stadium -- just for the Spring season for T-Ball. Reading Recreation will continue to work with the local Youth and Adult sports organizations in maximizing field space. This past year was a difficult one with the loss of the practice football field at Birch Meadow due to the construction project.

The new synthetic turf fields are both expected to be finished by September 2005. The Town can also expect to add the field at the Wood End Elementary School as a multi-purpose facility.

The addition of these three facilities should help the issue of the field crunch.

The Reading Recreation Committee continues to monitor the permitting policy of the Imagination Station Playground. Imagination Station facility permits helps the Recreation Division control facility usage.

Reading Recreation is continuously looking for available land for the development of new recreational facilities. The Division acquired the baseball field owned by Addison-Wesley via a lease and used it for Soccer, Lacrosse and Pop Warner Football. The Town currently has the lease until September 2005.

The Recreation Division and the Recreation Committee continue to develop policies that will increase the effectiveness and efficiency of each Reading Recreation program.

Reading Recreation has been glad to offer the public over 180 recreational programs throughout the year, and hopes to meet the communities changing recreational needs while providing them with a combination of safe, fun and educational programs.

Respectfully submitted,

John Feudo, Recreation Administrator

## **WATER DIVISION**

The Water Division installed a total of 24 new water services, replaced 41 old water services, repaired 21 water service leaks, repaired six broken water mains, replaced four old hydrants, repaired 10 broken hydrants, rebuilt 42 hydrants, replaced three broken gate valves, a total of approximately 9,500' of new water mains and 14 new hydrants were added to the distribution system, replaced approximately 2,400' of old 6" and 8" water main with new 12" water main, replaced approximately 3,000' of old 20" water main with new 20" water main, disconnected 10 water services for house demolition, conducted water main flushing in southern ½ of Town, inspected hydrants in northern ½ of Town, continued cross connection control program, performed hydrant flow tests for Salem Street LIP project, Walkers Brook Crossing project and the Spence Farm project performed 13 hydrant flow tests for ISO water distribution system evaluation, all drinking fountains and Town irrigation systems turned on in Spring and turned off and winterized in Fall and replaced one old drinking fountain.

Two seasonal laborers painted and lubricated hydrants over 1/4 of Town, completed annual water inventory, loam and seed on all water jobs, hot topped water and sewer trenches, checked and maintained two water booster stations daily, cleaned and maintained the grounds, cutting grass, etc. at the Auburn Street tank site, lowered and raised water gate boxes for construction jobs, conducted a leak detection survey, assisted Highway Division during snow plowing operations, removed snow from business district, churches and schools and shoveled snow from hydrants.

The Water Distribution Division has updated and increased the security of the distribution system.

## **Meter Room**

The regular quarterly water meter reading cycle was supported, 730 work orders were received and completed, 340 bill to date readings were taken, four meters were removed, 23 outside receptacles were repaired, six meters were reset, meters tested correct four, meters tested incorrect eight. The radio reading system for the water meters is essentially complete. The Water Division personnel and the contractor are working to resolve any remaining problems.

## **SEWER DIVISION**

Approximately 25,000' of sewer mains were cleaned and T.V. inspected, 182 sewer manholes were sealed and lined, approximately 12,000' of sewer mains were joint tested and sealed, performed root treatment on approximately 2,000' of sewer mains, replaced 12 sewer manhole frames and covers, cleaned wet wells at all sewer stations, checked and maintained 12 sewer stations daily, cleaned approximately 1/4 of the sanitary sewer main system, cleaned and maintained the grounds, cutting grass, trimmed bushes etc., around the sewer stations, completed work orders re: leaks, broken gates etc., exercised emergency generator weekly and completed the annual sewer inventory.

The Sewer Distribution Division has updated and increased the security of the collection system.



## **LOUANIS WATER TREATMENT PLANT**

A total of 664,653,000 gallons of water was delivered to the distribution system in 2004.

The highest single days consumption was 2,571,000 gallons on February 2, 2004 due to a water main break on Walkers Brook Drive. The next highest single days consumption was 2,498,000 gallons on June 16, 2004. The highest weeks consumption was for the period June 26, 2004 to July 2, 2004 an amount of 15,139,000 gallons, and the highest month was June with an amount of 63,234,000 gallons.

Average daily pumpage was 1,820,967 gallons. The average daily per capita use (use by each individual) for the year was 53 gallons per day per person.

The Department of Environmental Protection's (DEP) Drinking Water Program awarded the Reading Water Department a 2004 Public Water System Award for outstanding performance and achievement in 2003. DEP wrote "It is an achievement to have placed among the top six percent (6%) scoring public water supply in the State." A complete vulnerability assessment of the water system was completed as required by the Public Health Security and Bioterrorism Preparedness and Response Act signed into law on June 12, 2002.

CDM was hired and began design of a new state of the art 3.75 million gallon per day membrane filtration water treatment facility. The new facility will be constructed on Strout Avenue across from the existing 6 million gallon per day rapid sand filtration facility which will be demolished upon completion of the new facility.

On March 1, 2004, the temporary ammonia system installed went into service, to convert the secondary disinfection of the drinking water from chlorine to chloramines to meet the new trihalomethanes regulations.

The application for the interbasin transfer to purchase 600,000 gallons of water per day (annualized) from the MWRA to supplement our supply in the Summer to help protect the Ipswich River was submitted to the Water Resources Commission (WRC) and was approved by the WRC at their meeting on December 9, 2004.

The Water Department continued the Water Conservation Program, which incorporated emphasis on the rebates for low flow washing machines and toilets and irrigation rain sensors. The program also moved into the educational program phase designed for the schools system.

As required by the lead and copper rule regulations, the three-year cycle to sample 30 homes throughout the Town and two schools for lead and copper was completed. All sample results were below the lead action level of 0.015 parts per million and the copper action level of 1.3 mg/l.

Water quality monitoring at the production wells continued as a result of the September 30, 1992 gasoline tanker accident on Rte. 93 northbound, and resulting spill of approximately 10, 600 gallons of gasoline into the wetlands adjacent to the Town's wells.

The operation of the residuals handling tank allowed the treatment plant to recycle 27.6 million gallons of water.

The sixth annual Drinking Water Report was mailed to all customers in June.

Production Wells #82-20, #66-8 and Town Forest were cleaned and redeveloped.

### 2004 Pumping Records

Month	Pumpage	Days	Average Day
January	61,462,000	31	1,982,645
February	53,918,000	29	1,859,241
March	49,514,000	31	1,597,226
April	50,165,000	30	1,672,167
May	57,941,000	31	1,869,065
June	63,234,000	30	2,107,800
July	61,609,000	31	1,987,387
August	59,936,000	31	1,933,419
September	56,015,000	30	1,867,167
October	51,945,000	31	1,675,645
November	48,317,000	30	1,610,567
December	50,597,000	31	1,632,161
<b>TOTALS</b>	<b>664,653,000</b>	<b>366</b>	<b>1,815,992</b>

### 2004 Rainfall Records

<http://www.mass.gov/dcr/waterSupply/rainfall/>

Month	Rainfall Inches	Accumulated Total Inches	Normal Inches
January	1.06	1.06	3.61
February	1.47	2.53	3.22
March	4.12	6.65	4.03
April	7.96	14.61	3.72
May	3.56	18.17	3.41
June	2.87	21.04	3.42
July	5.11	26.15	3.42
August	6.71	32.86	3.54
September	6.03	38.89	3.58
October	2.15	41.04	3.55
November	2.81	43.85	4.01
December - 03	4.71	48.56	3.83
<b>TOTALS</b>	<b>48.56</b>	<b>48.56</b>	<b>43.34</b>

Total rainfall in 2004, as measured at the Louanis Water Treatment Plant was 48.56", which is 5.22" above the Department of Environmental Management (DEM) composite normal for the northeast region as posted on January 21, 2005. Monthly normal values computed by DEM are based on averages for the entire period of record for northeast region stations having the longest period of record and are located in Concord, Lawrence and Waltham.

## READING PUBLIC SCHOOLS

Patrick A. Schettini, Jr.  
Superintendent

Dennis A. Richards  
Associate Superintendent

Mary DeLai  
Director of Human Resources and Finance

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### School Department

This report represents the activities, accomplishments and events of note that occurred in the Reading Public Schools during the 2004 calendar year.

### Leadership Change

- ◆ Mary DeLai was appointed to a new position as Director of Human Resources and Finance.
- ◆ Carl McFadden was elected Chair of the Reading School Committee for the 2004-2005 school year.
- ◆ Robert Spadafora was elected Vice Chair of the Reading School Committee.
- ◆ Joe Finigan transferred to Principal of Reading Memorial High School from his position as Associate Principal for Grades 11 and 12.
- ◆ Gary Hart transferred from his position as Assistant Principal at the Coolidge Middle School to Assistant Principal for Grades 11 and 12 at the Reading Memorial High School.
- ◆ Craig Martin was appointed Assistant Principal at the Coolidge Middle School to replace Gary Hart.
- ◆ Linda Darisse was appointed Principal of the Parker Middle School to replace Bill Foye, the Interim Principal.
- ◆ Douglas Lyons was appointed Assistant Principal of the Parker Middle School to replace Anne Saurman who returned to the classroom.
- ◆ Patty de Garavilla transferred to the position of Interim Principal of the Joshua Eaton Elementary School to replace Lisa Cormier for one year.
- ◆ Donald Johnson was appointed the Assistant Director of Facilities to replace William Hill who was the Interim Assistant Director of Facilities.
- ◆ Bill Endsloew was hired as Department Head for Practical and Performing Arts at the High School.
- ◆ Jean Kelley was hired as Department Head for Special Education at the High School.

### Notable Events

- ◆ Approximately 70 district administrators and staff members are participating in two courses that are being offered as part of a District Instructional Initiative: *Investigating Obstacles to Achievement*, and *The Skillful Teacher* from Jon Saphier's *Research for Better Teaching*.



- ◆ The Reading Memorial High School building project is well underway with the main construction rising between the Science/Math Building and the Field House. Construction work is also taking place in back of the Field House where physical education equipment rooms, locker rooms and team rooms will be located. Many steps have already been taken for the Phase II work ahead. Additionally, work is moving ahead on two new playing fields and the installation of new bleachers and a new press box.

- ◆ The Class of 2004 experienced an extraordinary level of success in their efforts to matriculate into our nation's most academically challenging programs. The following is a report on their plans:

79.9% - Four Year Colleges  
9.5% - Two Year Colleges  
3.6% - Business/Technical/Prep Schools  
4.7% - Work  
.5% - Armed Services  
1.8% - Other

- ◆ Once again, the Reading Memorial High School students have attained scores that place the school within the top echelon of all high schools in the Commonwealth. Most notable, all of the seniors in the Class of 2004 met the MCAS graduation requirement.
- ◆ Coolidge Middle School continues to help students succeed through the P.A.S.S. (Program to Achieve Student Success) Program for those students who have below a C average in any academic subject area.
- ◆ Coolidge has developed two new study groups, Literacy and Technology, which are working to improve instruction in those areas and to give teachers additional tools in the classroom.
- ◆ Coolidge Middle School was awarded the Intel/Scholastic 21<sup>st</sup> Century School of Distinction Award as one of the top 20 schools, K-12, public or private, in the country as the top winner in the category of teamwork.
- ◆ A group of Coolidge teachers/administrators presented their best practices at the National School Reform Conference in December.
- ◆ After a comprehensive leadership needs assessment process and search for a new administrative team, Linda Darisse was hired as the new Principal of Parker and Doug Lyons as the Assistant Principal.
- ◆ The Parker faculty is in their second year of focusing on Core Values with a two-fold goal: To revise the Core Values that have been in place for some time (honest, integrity and critical thinking) and practice the Core Values when we do collaborative work.

- ◆ Using a template called *Understanding By Design*, developed by Wiggins and McTighe, Parker and Coolidge continue to work on a common curriculum to assure that all students at each school will leave the middle schools having the same understandings and skills.
- ◆ Last year, the last major component of our Language Arts Curriculum Initiative was implemented with the introduction of the Wilson Language “Foundations” phonics program in all of our Kindergarten and first grade classrooms. It was expanded to the second grade level this Fall.
- ◆ The district’s Editing Checklist was introduced as a pilot program in conjunction with the John Collins Writing Program.
- ◆ In August 2004, the Barrows’ staff and students entered the new Wood End Elementary School. All furniture, books and supplies were moved to Wood End during the Summer and as we moved into Wood End, the Alice M. Barrows School on Edgemont Avenue began to be renovated. A total renovation of classrooms, floors, ceilings, electrical, plumbing and heating will be accomplished during this year.
- ◆ The Language Arts Program enhanced teaching strategies this year by incorporating the *LINKS* graphic organizers into student writing. A greater focus on non-fiction reading was also an emphasis at all grade levels. Grades 4 and 5 began the first year of a Social Studies initiative through the use of the *Harcourt Horizons* Social Studies Program.
- ◆ Birch Meadow is now in the fourth year of a very successful Bullying Prevention Program -- as they continue with an emphasis on classroom meetings and role-playing. In addition, Our music and physical education specialists have continued the “Radio Broadcast Shows” that also deliver the important message about bullying and teasing.
- ◆ The Birch Meadow Publishing House is celebrating its 15th year of publishing books that are written and illustrated by our students.
- ◆ The Joshua Eaton School Advisory Council was instrumental in implementing school-wide use of e-mail as well as updating the school’s website to expand communication within the school community and beyond. The use of e-mail has enabled teachers and parents to communicate more efficiently as we work together to support student success.
- ◆ A team of Killam teachers attended a workshop on “Data Drive Decision Making” to obtain additional information on how ongoing assessment can aid in instructional decisions.
- ◆ The ongoing Pillars of Character Program conducted six successful assemblies during the school year. A grant received from the Southern Poverty Low Foundation afforded the Pillars Committee an opportunity to purchase additional resources to help students learn lessons related to the Pillars of Character.

- ♦ The Special Education Department continues to work, in conjunction with regular education, in the creation of internal programs and supports to assist students access the curriculum and on their goal of controlling out of district costs by developing new programs.

**Reading School Committee**  
**Carl D. McFadden, Chairman**

**Leadership**

There were several changes in leadership of the Reading School Committee. Elaine Webb was elected to a three-year term replacing John Russo who did not run for re-election. Lisa Gibbs was elected to a one-year term to fill the seat held by Elaine Webb, created by the departure of Susan Cavicchi. Harvey J. Dahl was re-elected for a three-year term.

At the committee's annual reorganization in June, Carl McFadden was elected Chair and Rob Spadafora, Vice Chair. Other members of the committee are Harvey J. (Pete) Dahl, Elaine Webb, John Carpenter and Lisa Gibbs.

**School Construction Projects**

In 2004, the Reading School Committee continued to move forward on both elementary school projects and the renovation and additions to the Reading Memorial High School (RMHS). The new elementary school, formally named the Wood End Elementary School in July 2004, was completed in August 2004. During the 2004-2005 school year, the Wood End School would be used to house the Barrows School population during the renovations and additions to their school. The move of equipment and furniture was completed in late August 2004 and school opened on time as Barrows School at Wood End.

The renovation of the Barrows Elementary School began at the close of school in June with the construction completion date expected by the Summer of 2005. At that time, the Barrows' population will return to start the 2005-2006 in their newly renovated building.

The Reading Memorial High School Groundbreaking Ceremony took place in May 2004. Construction has been proceeding on schedule with the Math/Science wing and the locker room additions to the Field House scheduled for completion in July 2005. At that point, the existing "C" building furniture and equipment will be relocated to the new building as well as the Cafeteria and Guidance and Special Education offices.

**Budget**

The School Committee engaged in a comprehensive process of establishing budget priorities for FY 2005. One of the priorities funded in FY 2005 was a new administrative position, the Director of Human Resources and Finance, to oversee the finances and personnel matters of the District. Another major item that required funding was the bussing of students from Barrows to Wood End while the Barrows School was being renovated. Reducing class size was another budget priority that was addressed in the FY 2005 Budget through the addition of 3.5 elementary school teachers to address class size. In addition, a new department chair position at the High School was created for the Fine Performing and Practical Arts Department.



Because of town-wide revenue constraints, the School Committee found it necessary to raise student activity fees as well as pre-school and kindergarten tuitions to fund the increases necessary to address the School Committee's priorities.

At the Annual Town Meeting that commenced on April 26, 2004, Town Meeting approved a Budget for the Reading Public Schools of \$30,777,198.

<b>Budget Summary <u>Fiscal Year 2005</u></b>		<b>Reading Public Schools</b>
	<b><u>Budget</u></b>	
Administration	870,564	
Regular Day	18,650,263	
Special Needs	7,521,883	
Other School Services	859,206	
Custodial/Maintenance	<u>2,875,282</u>	
<b>Total</b>	<b>30,777,198</b>	

### **Massachusetts Comprehensive Assessment System (MCAS)**

Reading's Statewide prominence in the MCAS rankings continued in 2004 as Reading placed in the top 20% of all Massachusetts districts in MCAS performance. This represents a significant accomplishment for a system that continues to spend almost \$1,400 below the State average on per pupil spending. This achievement continues to define Reading as a school system that always gets more performance for less money. We continue to be a frugal district that sets high expectation, and achieves these goals through a collaborative effort of the administration, the teachers, the students and the parents. This is certainly a model to be envied throughout the Commonwealth of Massachusetts. The School Committee is very proud of our accomplishments in this regard and sees this as the standard for accountability...high scores, low cost.

### **Student Enrollment**

As students returned to school in September of 2004, it is apparent that while trending upward, enrollment has begun leveling off. Student enrollment in the Fall of 2004 (FY 2005) stood at 4,237 students. See chart below.

### **Reading Public Schools Student Enrollment FY 2005**

Elementary Schools K-5	1,996
Middle Schools 6 – 8	998
High School 9 – 12	1,202
Special Education	*41
<b>Total</b>	<b>4,237</b>

- \* This is the number of enrollees in our “substantially separate” Special Education classrooms. Reading students who receive full-time Special Education services outside of Reading are not counted in this chart.

### **Achievements**

Reading Memorial High School graduated 274 young men and women in 2004. While many of our graduating seniors are attending some of the most prestigious universities in the country, all are moving into the future with a solid portfolio of skills, which will help their success in any environment they choose. While we naturally point to acceptances at schools like Dartmouth and Brown as an indication of our system’s success, it is the goal of the School Committee and a better measure of success that we find appropriate placements for all of our students to further prepare them to be productive, contributing citizens of our country.

In addition to the success of our graduates, we can continue to take pride in the success of our students at all levels. Our athletic programs continue to be one of the best in Massachusetts, with our student athletes demonstrating athleticism, intelligence and above all sportsmanship. Our students take part in a number of Statewide competitions including the Science Olympiad Program, National History Day, Drama Fest and numerous Band competitions. Our success at all levels is almost too numerous to repeat but continues to reflect on the efforts of the students, staff and parents. We are always indebted to those in the community who provide the additional support when the School Department cannot. It is this support from our PTO’s, the Boosters, the Band and Drama Parents support organizations, the Technology Fund, just to name a few, that provide added support and encouragement that fosters a sense community and promotes participation and success.

### **Reading Memorial High School Principal Joseph L. Finigan**

Many positive indicators suggest that the High School functions extremely well, that it is looked upon favorably, and that the student body, faculty, staff and administration thoroughly enjoy the educational experience in school-related involvements.

The students taking the MCAS and SAT tests are achieving scores well above the State average, and the seniors are applying and being accepted to outstanding colleges and universities. With the excellent reputation of the High School, the administration has been fortunate to draw from a talented pool of professionals to fill teaching vacancies. With numerous opportunities for the faculty, staff and administration to increase their learning potential through professional development, not only are they continuing to be “good learners,” but these instructional endeavors have helped them to promote “good teaching.”

Our athletic and extra curricular programs offer a large number of students productive, rewarding and enriching experiences. Parent support is highly evident in all aspects of school life and plays an integral role in the school’s success. In summation, RMHS received the top rating from the N.E.A.S.C. Accreditation Committee, and continues to be an outstanding school of higher learning that meets the goals and expectations of our mission.

### **Building Project**

The new Reading Memorial High School, a three-year phase \$54 million undertaking, is well under way with the main construction rising between the Science/Math Building and the Field House. More Phase I work is in high gear in the back of the Field House where physical education equipment rooms, locker rooms and team rooms will be located. Many steps are laid for the Phase II work ahead, including demolition of the south wing of the Main Building, the major reconstruction and refurbishing of C-Building (the Math and Science areas) and B-Building (the Library and lecture hall areas) and more work on the Field House. Additionally, work is moving ahead in two new playing fields and installing new bleachers and a new press box.

Critical decisions with regard to the Technology budget and the Furniture, Fixtures and Equipment budget are being made to ensure that all facets of the new High School support instruction and the general education of all of our students. In addition, mobilization plans are being developed so that the education of our students is not impacted as the project transitions from one phase to the next.

### **Staffing**

This year marked a dramatic change in the RMHS staff due to retirements. Principal Frank Orlando retired following eight years of exemplary leadership at the High School. Among Mr. Orlando's accomplishments as Principal at RMHS were the leadership he provided in the revamping of graduation requirements, the development of the building project, and the completion of the New Association of Schools and Colleges accreditation visit. In all, Mr. Orlando worked to ensure that RMHS is a student-centered school focused on meeting the needs of the students.

Longtime Reading Educator Joe Finigan was appointed Principal in June. Mr. Finigan assumes the principalship with the challenges of the instructional initiative, the building project, a transitioning teaching staff and the follow-up to the NEASC accreditation report. Joining Mr. Finigan and Assistant Principal Mr. Michael Scarpitto is Mr. Gary Hart, the new Assistant Principal, to form RMHS's first all-Reading administrative team.

Retirements in June of long serving and dedicated RMHS teachers reflect the national trend of a transition in teaching staffs. Included in this list of retired teachers and staff who represented over 300 years of service to the Reading schools were: Everett Blodgett, Kevin Zenewicz, Leo Kenney, Martha Grimaldi, Barbara Martin, Diane Jones, David Brett, Thomas Blaney, Joseph Terilli, Mary Piacentini, Catherine Cook and Frank Connolly. It is no coincidence that the strength quality education at RMHS coincides with the years of service of these fine educators.

Two new department chairs were added: Ms. Jean Kelly in the Special Education Department and Mr. William Endslow in the Practical and Performing Arts Department. Mr. Endslow's return to the Reading teaching staff this year foreshadows the excitement and promise of the arts program at RMHS. Mr. Endslow is renowned for his work with the RMHS Drama Club. Leadership in the Special Education and the Arts areas were needed to develop a consistency in instructional endeavors and department-specific concerns.

In addition, 13 other full-time faculty and staff members were hired to fill teaching positions that were created because of a high number of retirements at the conclusion of the 2003-04 school year. We also hired a new School Nurse.



It should be noted that a veteran teacher has mentored each new teacher in order to help the protégés make the transition to RMHS as smooth as possible.

### **Class of 2004**

The Class of 2004 experienced a very successful year in their efforts to matriculate into some of the most academically challenging programs. Our top students were accepted to institutions of higher learning including Bates, Tufts, Holy Cross, Boston University, Bowdoin, Cornell, Dartmouth, Bucknell, Colby, Harvard, Brown and Georgetown.

A complete breakdown of post-graduate plans include the following: (274 students in class)

Four-year colleges	79.9%
Two-year colleges	9.5%
Technical Prep (5)	1.8%
Business (5)	1.8%
Armed Services	.5%
Work (13)	4.7%
Undecided	1.8%

### **NEASC Accreditation Progress Report**

Reading Memorial High School received the coveted rating of “Continued Accreditation” with many commendations for the students, parents, staff and administration. The visiting committee was impressed with the pride and respect exhibited by everyone related to the school, the successful realization of a \$4.5 million budget override, and the planned construction of the new \$54 million High School facility

The school’s continued accreditation is based on satisfactory progress in following up on the recommendations of the visiting committee. These directives included implementing and adequately funding a comprehensive technology plan, providing communication technology, and ensuring funding to maintain and clean the school. Several recommendations have already been met including the two new department leadership positions.

### **MCAS Testing**

The sophomore MCAS scores indicated that RMHS continues to prepare students well academically as they performed exceptionally compared to that of students throughout the Commonwealth. In addition, it is highly impressive that every member of the 2005 senior class has met the State requirement of passing both the MCAS English Language Arts and Mathematics examinations either during their sophomore year, or by means of the MCAS Retest format during their junior year.

Certainly, the commitment and dedication of the faculty and staff, the diligent, conscientious effort on the part of the students, and the high quality of the academic program are all factors in helping the students surpass the goals for improvement set by the Massachusetts Department of Education.

~~ 2004 MCAS Grade 10 Results ~~

	<u>Math</u>		<u>English</u>	
	<u>State</u>	<u>RMHS</u>	<u>State</u>	<u>RMHS</u>
Advanced	29%	46%	19%	30%
Proficient	28%	33%	44%	52%
Needs Improvement	28%	20%	27%	18%
Warning	15 %	1%	10%	0%

### Academics

New drama and theatre courses have been offered in the Practical and Performing Arts Department and have been well received by the students. In the Foreign Language Department, two Latin teachers, Ms. Snyder and Mr. Harrison, have afforded students the opportunity to take Latin II during the Summer enabling students to take advanced Latin courses during the school year. A number of Smart Boards and LCD projectors have been purchased to allow teachers to experiment and train with this instructional device that will serve as a supplementary teaching tool in the new High School.

### District-wide Instructional Initiative

Reading Memorial High School is a major supporter of the district-wide initiative on classroom instruction. In the first stage of this long-term emphasis on instruction, the school has 14 professionals (all administrators and four teachers) participating in the Research for Better Teaching course, *Investigating Obstacles to Instruction*. Several teachers have signed up for the next part of the initiative which is another RBT course, *The Skillful Teacher*. A key part of the High School professional development this year was to create an all-faculty study group program. Learning communities are formed in each one of these 20 small groups, each one taking up a specific perspective on instruction to research and utilize the findings. These steps are only the beginning of a long-term commitment to classroom instruction which will support the achievement of our students.

### Extra and Co-curricular Programs

Our extra and co-curricular programs include slightly over 80% of the student body who take advantage of the opportunity to be involved with clubs, groups and athletic teams. Leadership roles are available to students through Class and Student Council governmental positions, elected office assignments, in groups, clubs, and in the capacity of captain in the diverse athletic teams.

The band continues to excel performing at football games, parades, Town celebratory functions, jazz festivals and in local and State competitions. Especially noteworthy was the band finishing first in the 2004 Billerica Marching Band Invitational, being in the top five of 33 bands at the University of New Hampshire Jazz Festival, and representing the State of Massachusetts playing at the World War II Memorial Dedication in Washington, D.C. Certainly, much of the credit for the success both individually of the musicians, many of whom have won awards and the large number of students involved with the band should be directed to Mr. Bunten, his staff, and the support of the band parents.

The Drama Program has demonstrated similar success providing over 150 students the opportunity to showcase their theatrical talents and abilities. The two main performances, *Les Miserables* and *The Mystery of Edwin Drood*, received rave reviews and were extremely well attended. Also, the Drama Club's original play entitled *Seven Layers Deep* was a State semi-finalist in the Massachusetts High School Drama Guild's annual one-act play competition. Under the outstanding direction of Mr. Endslow and Ms. Killian and the Drama Parent Association, the Drama Program continues to flourish.

The athletic teams are a source of a great amount of student participation. Both boys and girls lacrosse now have varsity recognition. The Athletic Department was the recipient of an unprecedented third District B Sportsmanship Award from the Massachusetts Interscholastic Athletic Association (M.I.A.A.). Three athletes received All Scholastic recognition, and on one of these additionally was bestowed the Boston Globe Scholar Athlete Award and National Football Foundation Scholar-Athlete Award. Another student placed third in the M.I.A.A. Sportsmanship Essay Contest. Seven teams were Middlesex League Champions and all the teams were blessed with athletes who performed with much spirit, desire and pride. Mr. Philip Vaccaro, the Athletic Director, was honored with the President's Award of Merit from the Massachusetts Secondary School Athletic Directors Association.

The school's activities and clubs provide approximately 35 different opportunities. New organizations are encouraged, and several student-sponsored ones are offered each year. Two new organizations this year from several suggested were The Leo Club and Future Business Leaders.

**Arthur W. Coolidge Middle School**  
**Principal John Doherty**

**Soaring to Succeed!**

The Arthur W. Coolidge Middle School continues to work on improving all areas of its program in its quest to become a school that addresses the social, physical, intellectual, emotional/psychological, and moral needs of all its students. With the support of teachers, administration, support staff, parents and students, Coolidge has been able to work on many of these areas during 2004. We look forward to the challenge of continuous school improvement during the 2004-2005 school year.

**Our Vision Statement Has Become Our Direction**

Since the approval of our Vision Statement in 2001 by our School Council, we have used this document as the basis for all of our decisions in moving forward as a developmentally responsive middle school that addresses the needs of all children. Every decision that is made by our staff and administration takes into consideration where we would like to be in the next few years. It is this process which has allowed us to have thoughtful discussions about program, curriculum and new initiatives. An excerpt of the vision is described below:

*"...Philosophically, Coolidge will be a developmentally responsive middle school. In each of the three years, students will connect with adults who understand the developmental stages of an adolescent and who will create a stimulating environment that is so supportive that no student will fall through the cracks, emotionally or academically...Our teams will be small communities of learners, made up of adults and students in a close and mutually respectful relationship. Staff will strive to create connections*



*so that students feel comfortable discussing problems and issues with at least one adult in every grade level...We will welcome families, keep them informed, help the develop expectations and skills to support learning, and ensure their participation in decision-making. As a result of this partnership, we will be deeply rooted in our community.*

We are in the process of rewriting our Vision Statement for the 2005-2006 school year. This statement will build on our current vision with a greater emphasis on emotional/social support for students.

### **School Improvement Plan and “Blueprint for Success” Assessment Tool**

The Coolidge Middle School Council, with input from the PTO, staff and community, has emphasized the following areas to focus on for the 2003-2004 school year:

#### **Creating a Blueprint for Success-Focus on Learning**

To create a school that continually reflects upon and assesses all of the programs and practices that affect student learning. This includes promoting the concept of a school within a school (team), using a variety of instructional strategies, while maintaining a relevant and challenging curriculum in correlation with the Massachusetts Curriculum Frameworks to collaborate with all stakeholders in the school community to design programs and policies to improve student learning.

These goals are consistent with the Reading School Committee Strategic Plan Goals as well as the goals stated by the No Child Left Behind Act of 2001.

The above goal will focus on using the “Blueprint for Success” Assessment tool that looks at all of the criteria that make a developmentally responsive middle school. The criteria include focusing on the areas of student support, school organization and climate, challenging standards and curriculum, active teaching and learning, professional community, leadership and educational vitality, school, family, and community partnerships and indicators of academic success. Our goal is to continue to improve as a middle school and make the changes necessary to help all students succeed. If we do not continue to move forward and improve and instead stand still, we in essence are moving backwards.

As part of this process, we continue to assess our school in each area and gather data. We have used the data from MCAS testing, Stanford-9 Testing, and local assessments to identify obstacles to student achievement. Using the data generated has helped us improve in several key areas.

#### **How We Help Students Succeed**

One of the major focal points of the school is to design ways to help students succeed. Coolidge has established the P.A.S.S. (Program to Achieve Student Success) Program for those students who have below a C-average in academic subject areas. This program, which is held before/after school and on Saturdays, emphasizes reinforcing student skills and supporting current curriculum material that they are working on. In essence, P.A.S.S. is designed to help struggling students succeed so they do not have to attend Summer School. The program is now entering its fourth year and our standardized test data and anecdotal data are beginning to show conclusive results that this program is effective for student learning.

Other ways that we help struggling students gain knowledge and skills include before/after school assistance by classroom teachers, higher expectations for homework completion with accountability, frequent home communication with parents, an in-school tutorial program, an after school homework completion program, peer tutoring by our peer leaders, a remedial reading program and after school library hours (funded by the PTO).

### **School Accomplishments Which Emphasize the Middle School Philosophy**

This past year included major accomplishments for Coolidge as it continues to strive to become an exemplary developmentally responsive middle school. These accomplishments included continued refinement of our advisor/advisee program to include academic advocacy and goal setting, an expansion of our teacher induction program, increasing display of student work throughout the corridors, and greater student involvement in the day to day running of the school. In addition, we expanded our staff-based committees from seven to eight areas including committees on Professional Development, School Climate, School Safety, Grades 8 to 9 transition, Student Performance, Advisor/Advisee, Communication and Grant Writing.

We developed two additional study groups, Literacy and Technology, which are working to improve instruction in those areas and to give teachers additional tools in the classroom. We continued to improve the transition for our sixth grade students by expanding our "Welcome to Coolidge Program," which is traditionally held in August before school begins. Over 70% of our incoming sixth grade students participated in this program. Our goal is to improve on the above areas and develop new ideas as we prepare our students both academically and emotionally during some of the most difficult developmental stages of their life.

### **Communication and Parental Involvement**

"The Coolidge Comet," a weekly newsletter published by the school, highlights the accomplishments and informs the community of upcoming events. The Homework Hotline phone number (942-9157) is available every day after 3:00 p.m. for parents to check their son/daughter's homework assignments for the evening. Progress reports, report cards and team meetings are other avenues for parents to stay current on their child's progress. The Principal holds neighborhood coffees on a regular basis to discuss school issues. Our web page ([reading.k12.ma.us](http://reading.k12.ma.us)) is updated regularly and contains information regarding the day to day running of our school.

This year, we have fully implemented an online communication program called *Edline* which can be accessed through the Coolidge Web Page. This tool displays current school news, daily homework assignments, as well as quarterly progress reports for each student. Parents are assigned an activation code that allows them access to their child's progress report. Teachers use *edline* for individual web pages which contain their lessons. Parents have given *Edline* very positive reviews.

Parents are involved at Coolidge in a variety of ways. Volunteers help in the Library-Media Center, in the main office, as team parents, on field trips, doing various PTO activities, helping out in the school wide Science Olympiad, the annual school play and other school activities. We have a very active Coolidge Gardens Committee that keeps our courtyards and front of the school looking exceptional. Our PTO meetings (first Tuesday of every month) are well attended and our school council (second Thursday of every month) is very involved in the vision and direction of the school.

### **Enrichment Opportunities for Teachers and Students**

Students are given the right to take risks and explore avenues of learning. All of our students are involved in the Geography Bee, Spelling Bee, Continental Math League and School Wide Science Olympiad Day activities. Tryouts are held for the Science Olympiad team, both Math teams and the school show. Students may elect to participate in the band, chorus or National History Day Competition. In addition, we have an after-school program that offers opportunities to be involved in Peer Leaders, Student Council, Yearbook, Homework Hangout, Coolidge Newspaper, Select Chorus, Bell Choir and Intramural Gym.

Students participate in several out of school learning experiences such as the Prindle Pond Environmental Camp, Washington, D.C., Montreal and Quebec, Museum of Science, Museum of Fine Arts, Sturbridge Village, Boston Repertory Theatre, Boston Symphony Orchestra, University of Massachusetts at Lowell College of Music and other educational trips. On several occasions, students have performed community service for the elderly, the less fortunate and elementary students.

We traditionally collect donations of food or money for UNICEF, Children's International Fund, Friends of Boston Homeless, Veteran's Flowers, Adopt-A-Family, American Red Cross, Reading Food Pantry, Make-A-Wish Foundation, Tuesday's Child, Doctors without Borders and the Council on Aging.

Our teachers are involved in several professional organizations. We are affiliated with Juniata College, Seton Hall University, UMass Lowell, Northeastern University, Salem State College, Assumption College, NOVA Southeastern University, Endicott College and Harvard University for specific projects and staff initiatives. This past year, 70% of our staff attended a State, National or Regional Conference. Seventeen staff members presented their best practices at several conferences during the school year. Over 50 educators from around the country came on site visits to Coolidge last year to view the school and their best practices.

### **Awards and Recognitions**

Listed below are some of the awards and recognitions that our school community have received throughout this calendar year.

- ◆ **The Coolidge Middle School Science Olympiad Team** won the 2004 Massachusetts State Science Olympiad Competition and finished eighth place out of 54 teams at the National Science Olympiad Competition in Huntingdon, Pennsylvania. Special recognition goes to the Science Olympiad Parent Support Group who raised over \$30,000 to send the students on the trip.
- ◆ **Our music program** continues to grow and develop as they received four silver medals, one gold medal and one bronze medal in the 2004 Massachusetts Instrumental Choral Association (MICA) Festival. In addition, the Parker/Coolidge Middle School Combined Jazz Band won a gold medal at the International Association of Jazz Educators Festival.
- ◆ **A group of Coolidge Teachers/Administrators** presented their best practices at the National School Reform Conference in Lake Buena Vista, Florida last December, and will be presenting three workshops at the National Blue Ribbon Conference in Myrtle Beach, South Carolina this December.



- ♦ **In June**, Coolidge Middle School was awarded the Intel/Scholastic 21<sup>st</sup> Century School of Distinction Award as one of the top 20 schools, K-12, public or private in the country. We were recognized as the top winner in the category of Teamwork. As a result of the award, Coolidge received over \$120,000 in goods and services from educational companies. These services include technology hardware/software, professional development opportunities, literacy programs, assessment tools and Math programs.

### **Final Thoughts and Thanks**

- ♦ We are pleased to welcome to the Coolidge administrative team, Craig Martin, who started as the new Assistant Principal at Coolidge on July 1<sup>st</sup>. Craig has taught Language Arts at Coolidge for the past seven years and has been a major contributor to the success of our school.
- ♦ We welcome to the Coolidge staff several new teachers including Chris Friberg (Math), Jackie Seaburg (Math), Andrea Miller (English), Leah Duggan (Spanish), Christine Steinhauser (Library Media Specialist) and Zachary Sisisky (Special Education). Each bring special talents and experiences that help make our school stronger.
- ♦ As a final note, we would like to recognize Coolidge Library Media Specialist Mary Hichborn who retired this year. Mary has spent her entire career (32 years) in the Reading Public Schools, making major contributions as an educator. Her talents touched the lives of several generations of students and she will be missed.

**W.S. Parker Middle School**  
**Principal Linda Darisse**

### **Introduction**

The W. S. Parker Middle School has begun a renewal process which addresses three areas of need: Curriculum, instruction and assessment, school climate and shared leadership. Staff, parents, students and community members are working together to build a school community which focuses on the needs of pre-adolescents and adolescents, educationally, socially and emotionally. Part of the renewal process will be to reach out to the Reading community and beyond as we continue the Parker tradition of being a school that values life-long learning and service to the community.

### **New Administrative Team**

The staff and parents at Parker, along with central administrators, worked together in the 2003-2004 school year to do a needs assessment in the area of leadership at Parker. The results, including the desire to have administrators who had a great deal of experience with Middle School philosophy, were used in the search for a new Principal and Assistant Principal for the 2004-2005 school year. The search committee included staff from Parker as well as other stakeholders. Linda Darisse, Principal and Douglas Lyons, Assistant Principal, were hired in the Spring and began work on July 1, 2004. They spent the Summer meeting with staff individually and in teams, reading curriculum documents and school/district policies, scheduling classes and students, and planning the up-coming school year with Parker and district staff. The PTO sponsored two evening socials for parents to meet the new Principals, one informally in July at the home of the President, the other formally in the Auditorium at Parker in

September. Teachers and other staff met with the new administration on September 1<sup>st</sup> in order to hear about their plans to work collaboratively as a community to move the school forward. Students had an opportunity to meet the new Principals and hear about their backgrounds during an all-school assembly on the second day of school.

### **School Improvement Plan**

The School Improvement Plan consists of four goals, purposely written in an open-ended manner to provide for the new administration's ideas. In general, the goals are to provide leadership, improve instructional practices, define the culture and climate of Parker Middle school using a set of core values, and enhance home/school communication. The School Council, comprised of five parents, three teachers and the Principal, meet regularly to provide the structure and direction for the accomplishment of the goals outlined in the School Improvement Plan.

### **Turning Points**

*Turning Points 2000 (TP)* is a report from the Carnegie Foundation that is a result of over ten years of research done in middle schools on how pre-adolescents and adolescents learn best. The report has a list of principles that middle schools should adhere to if they are to address the needs, educational, social and emotional, of students who are "in the middle" between elementary school and high school.

In July, the Principals contacted the *National Turning Points Network* located at the *Center for Collaborative Education* in Boston, and met twice with the Co-Director of the TP Network. As a result of these meetings, we were able to access funds from the *Bill and Melinda Gates Foundation* to have a TP coach to help plan and execute the work done to address the TP Principles. The coach, Frank DeVito, advised that we form a leadership team made up of staff representatives of all grades and departments to learn more about TP, collect data from our students and school, and make key decisions on how the school should change to address the recommendations in TP. As a school community, we have committed to addressing these recommendations at Parker.

### **Core Values**

We are in our second year of focusing on Core Values. The goal is twofold -- to revise the Core Values that have been in place for quite some time (honesty, integrity and critical thinking) and practice our Core Values when we do collaborative work together. The staff met regularly throughout the 2003-2004 school year with help from a consultant, and learned the skills needed to talk honestly together about controversial issues in the school such as fairness, equity, school climate, home/school communication, and what attributes are valued and practiced by the school community.

This year started with a review of the core value work and several meetings where we practiced the skills learned last year to look critically and honestly at our school in three areas: Curriculum/instruction/assessment, school climate and shared leadership. This type of open discussion, planning for change, and following through on improvements will continue throughout the year during release days and faculty meetings. In addition, staff, students and parents will be provided with opportunities to review and revise the three existing Core Values for implementation in the 2005-2006 school year.

### **Research for Better Teaching**

Ten staff members are taking advantage of two courses offered by the district, *Investigating Obstacles to Achievement*, and *The Skillful Teacher*, from Jon Saphier's *Research for Better Teaching*. Three teachers and the two Principals are taking *Investigating Obstacles to Achievement* during the first semester. What is learned during these sessions is brought back to the entire faculty and shared, either through data collection, or sessions where all staff focus on the data. We look for trends, identify obstacles, make hypotheses, and look for strategies to use in the classroom to overcome the obstacles. So far, as a whole staff, we have looked at two obstacles, clarity and school climate. This work will continue throughout the year. During the second semester, five teachers will take *The Skillful Teacher* course and develop teaching and management strategies to use in their own classrooms and with their teams.

### **Middle School Curriculum Development (Coolidge and Parker)**

Meetings began this Summer between the two middle school administrations to review the curriculum documents created collaboratively during the 2003-2004 school year, and plan for curriculum work for the 2004-2005 school year. It was agreed that we needed to continue to work to create written curriculum to assure that all students, no matter the school or the team, leave the middle schools having the same understandings and skills. We decided to do this work together on release days using ASCD's backward design process and template called *Understanding by Design*, developed by Wiggins and McTighe. Both schools were given an overview of this design in September as well as research to read, and will continue to learn more about the process as they develop units together as departments. The end results of this work will be well thought out units of instruction that include themes, essential questions and alternative assessments.

### **Leadership Team**

The Parker Leadership Team was formed in September after the staff read research on what makes a good leader in a school. Teams, departments and other stakeholders met and came to consensus on who would represent them on the team. Seventeen staff members, including the coach, both Principals, teachers and paraprofessionals, are on the team which meets monthly to deepen their knowledge of the TP Principles, plan staff development, and come to consensus on school change. They have raised questions about current situations or practice, reviewed data to clarify situations and re-frame questions, and identified problem areas or questions to be investigated. They are currently developing hypotheses to address problem areas or questions, and will create and implement an action plan by the end of December. This will mean that in January, we can begin to do the hard work of networking with other schools, having difficult conversations with each other about change, and doing analytical work in the areas of budget, schedules and teaming.

### **Review of Special Education Procedures and Services**

Working closely with the Director and Assistant Director of Special Education and Anne Sauman, Interim Assistant Principal at Parker, we have gathered data within the school in order to assure that Federal, State and District procedures are being followed. Documents were examined, stakeholders were interviewed, and final recommendations will be made in order to improve the delivery of services and make the department more efficient.



### **Technology Plan**

In the 2003-2004 school year, a technology team was formed to oversee the growth and use of technology at Parker. A prioritized list of needs was developed with the most important being the purchase of state-of-the-art computers for the Library Media Center. The PTO planned a fundraiser and raised thousands of dollars to purchase a classroom set of computers and install them in the Library, connected to the LAN and the world wide web. These computers are used daily by students and staff for instructional purposes.

The Technology Team has continued to meet together, and with the PTO President, to formulate a plan to integrate the use of the new computers into the curriculum, create a curriculum document that will outline sequential skill development in Grades 6-8, provide staff development in the use of new technologies, upgrade teacher computers so that they are all on the same platform and will be able to communicate effectively with parents and each other, plan family and community fundraising activities with the PTO, and purchase more hardware and software with district and PTO funds.

### **Improved Home/School Communication**

Plans have begun with the help of the School Council and the PTO to increase opportunities for parents and teachers to communicate more effectively. Work had begun to revise the Parent Handbook to make it more accurate and include suggestions from parents and staff. This should be completed during the first semester and distributed to all parents but particularly incoming sixth grade parents, before the start of the 2005-2006 school year. We will expand our parent information sessions at the school to include an open house in the Fall months where parents will be invited to the school during regular school hours to visit their child's classes. Parent coffees, a chance for teachers to talk informally with parents, have been expanded from sixth grade to all grades. Student schedules were mailed to all homes during August, instead of students having to wait until the first day of school. The PTO and School Council have worked together to communicate safety issues to parents, particularly in the areas of pick-up, drop-off and speed limits. We have expanded our listserv to more than two thirds of our parents who receive the school newsletter by email, and now offer a link to the NELMS (New England League of Middle Schools) Parent Newsletter. And finally, due to the upgrading of all teacher computers, we now have access to *Edline*, a piece of software that provides opportunities to communicate with parents in such areas as homework and progress reports. Staff will be trained on *Edline* this year for implementation in the 2005-2006 school year.

### **Increased Educational and Enrichment Activities**

Two new Summer programs were held at Parker this Summer, created and implemented by Parker staff. One was *Pragmatics Camp* where students learned social skills for classroom use. The second was Math Camp, an activity based program where students gathered data off campus on field trips and brought the information back to the classroom to solve problems. Also, staff and parents have been meeting regularly to provide enrichment and health assemblies for students. In addition, this group has begun to plan an overnight, science-based field trip for the Spring of 2005. The after-school enrichment program has expanded this year as well and includes Art Studio, Basketball, Board Games, Clay Club, Color Guard, Crocheting Basics, Field Hockey, Flag Football, Floor Hockey, French Club, Gymnastics, Hip Hop Jazz Club, Homework Club, Science Creativity Club, Scholastic Art Preparation, Spanish Club, Stamping & Scrapbooking, Talent Show Preparation and Whiffleball.

### **New Staff**

We would like to welcome Brienne Martinson, a former Parker student, as our new eighth grade English and Social Studies teacher and team leader. Tony Natale comes to us from a middle school in New York and will be a Grades 7 and 8 Social Studies teacher. Elizabeth Achorn, Grade 8 Spanish teacher, comes to us from the business world with a great deal of bilingual experience in different Spanish-speaking countries. Tammy Jones, our new Title I Reading teacher, has many years experience teaching Reading in both private and public schools. Laura Cummings, a Special Education teacher, has transferred to Parker from the elementary level and is working in Grade 7. We also have some new Educational Assistants. Theresa Galasso, a Reading resident and parent, is working in the main office, and Gail Caiazza and Mark Jellison, both Reading residents, are working as classroom educational assistants.

### **Alice M. Barrows Elementary School Principal Karen Callan**

Each month of the 2004 calendar year was met with anticipation, excitement and challenges at the Alice M. Barrows Elementary School. The school community was involved in many academic, social and building successes.

### **Moving**

In August 2004, the Barrows' staff and students entered the new Wood End Elementary School. All the furniture, books and supplies were moved into the school during the Summer months. The gymnasium became a temporary storage facility until the remainder of the building was finished. Through the help of countless volunteers and endless hours of work by the staff, the school was ready to open on September 7th with everything in its place. Students adjusted quickly to their new routines, new layout, new classrooms and the bus rides to school.

### **Renovation**

As we moved into Wood End, the Alice M. Barrows School on Edgemont Avenue began to be renovated. Demolition of heating, plumbing and electrical systems took place as soon as the furniture had been moved. New drainage in the back of the building, across the field and out onto Edgemont Avenue took place early on in the project. The main stairwell was removed as was the old gym. The foundation of the new gymnasium and media center became the focal points during the Fall months. A total renovation of classrooms, floors, ceilings, electrical, plumbing and heating will be accomplished during this year. The staff, students and parents are eagerly awaiting the return to Edgemont Avenue in the Fall of 2005.

### **Staffing**

In June, Mrs. Judith Upham, Grade 4 teacher, retired after many years of teaching in the Reading community. We want to thank her for all her contributions. Throughout the year, new staff joined Barrows in the Developmental Learning Center Program at Grade 4 and Kindergarten. New Educational Assistants also joined us in September. We would like to welcome the new staff to Reading and Barrows.

### **Curriculum**

The school experienced continued success using the various elements of our Language Arts program. This year, we enhanced teaching strategies by incorporating the *LINKS* graphic organizers into student writing. A greater focus on non-fiction reading was also an emphasis at all grade levels. Grades 4 and 5 began the first year of a Social Studies initiative through the use of the *Harcourt Horizons* Social Studies Program. The program is aligned with the Social Studies frameworks released in August 2003, which concentrates on Regions of the United States for Grade 4 and Exploration through Constitution for Grade 5. The added emphasis on technology will allow our students to meet the challenges of the years to come.

### **Technology**

Barrows has moved into the 21<sup>st</sup> Century! At Wood End, the classrooms are connected to the internet. This access provides our students the ability to research and obtain information from their own classroom. The use of the infocus machines, laptops and power point presentations has added to the presentation skills of our staff and students.

### **Community Outreach**

Once again, Barrows has stepped to the plate to help those less fortunate than ourselves. Through the year long efforts of the Student Council, many organizations were helped. An 'Adopt-A-Family' drive was held at holiday time. Each grade level was assigned a family to provide toys, clothing, food etc. in December. Nursing homes were visited and the Reading Food Pantry was assisted during the year. The Grades 4 and 5 students participated in the St. Jude's Hospital Math-A-Thon, raising a sizeable amount of money. The children continue to learn that it is good to help those in need.

### **Parent Teacher Organization and School Council**

The PTO and the School Council were instrumental in helping move the Barrows School to Wood End. The PTO parents packed, lugged and labeled boxes and boxes and boxes. The School Council provided advice throughout the year as we moved through the process. School Council representatives helped in the area of bus routes and bus monitors. Both groups were also involved in helping us to 'close' out the activities of the old Barrows and move towards the new Barrows @ Wood End. Family activities, enrichment activities and fifth grade end of year activities added to the social side of school. We are very grateful for all the leadership and help both of these valuable groups provide to the school and community.

**Birch Meadow Elementary School  
Principal Richard E. Davidson**

It is with pleasure that I take this opportunity to tell you, the Reading community, about the many exciting and important learning experiences that are available to all children here at the Birch Meadow School. I urge members of the community to feel free to visit our school and talk with parents, staff and administration.



## **Curriculum**

As a school and as a district, we are pleased about the districts' continuing curriculum enhancements. This year, at the K-2 level, we are entering our fifth year of the Language Arts Program. Scholastic's Literacy Place was implemented three years ago at the K-2 level, and this year marks the third year of implementation at the third, fourth and fifth grade levels. In addition, the K-2 level has continued its refinements of the John Collins Writing Program and the Junior Great Books Program. These programs were also implemented at the upper grade levels two years ago. Last year, we implemented a new phonics program called Foundations to supplement the Scholastic Program at the Kindergarten and Grade 1 level. This year, the program is being implemented at the second grade level.

This year, the fourth and fifth grades are implementing a new Social Studies Program from Harcourt School Publishers called Horizons. It is a text-based program for these grade levels and is rich with resources and supplemental materials the increasingly expect the use of technology.

Unique to Birch Meadow, our Birch Meadow Publishing House is currently celebrating its 15th year of publishing books that are written and illustrated by our students. The students over the years have over 10,000 published books to their credit. Our annual celebration of student writing through our Young Authors' Days continues to be a favorite event of students, staff and parents at Birch Meadow.

## **Bullying Prevention Program Grant**

Two years ago, Birch Meadow applied for and received a second \$50,000 Bullying Prevention Grant from the Mass. Department of Public Safety. The grant provided funding for the training of staff and school community members in recognizing and prevention of teasing and bullying. The emphasis was on classroom meetings, involving by-standers, role-playing and providing strategies to students and staff as we establish a culture of acceptance and tolerance. In our first year of the grant, we established a Birch Meadow Code of Behavior, student contracts, and reflection sheets that respond to situations where bullying occurs.

During our second year, we focused on parent communication through the use of monthly newsletters about the program, training for support staff, and involving bystanders in support of victims. Now in our fourth year of the program, we have continued the emphasis on classroom meetings and role-playing. We have continued our very successful lunchtime volunteer program as well as the booster activities. This Fall's booster activity involved Mr. Tony Vacca, a very talented percussionist and songwriter, who met with all students and worked closely with our Music teacher, Mr. Al Mosier, to create a musical program that focused on respect and the concept of bullying prevention. It was performed for all students and parents last October. Our very talented Music and P.E. Specialists have continued the "Radio Broadcast Shows" that also deliver the important message about bullying and teasing.

## **Technology**

As a school, we continue to be excited about the use of technology as a tool for learning and instruction. Three years ago, our PTO funded the purchase of 10 new Dell desktop systems that are being used to support the Language Arts Program. This year, they agreed to purchase two more desktop systems that now allow a full classroom of student's simultaneous access to the Internet for research and instruction. I am very pleased to report that the mini-lab and its daily use have been well established through the direction and support of our Library Media Specialist.

### **After School Activities Program (ASAP)**

At Birch Meadow, our school is now in its 10<sup>th</sup> year of offering after school enrichment programs for students. Courses are offered in six-week periods and range from computers, to drama, to science, to karate, to chess, to several experiences in the arts.

### **Parent Involvement**

One of the major strengths of Birch Meadow continues to be its extremely high level of parent involvement and support. The PTO is an outstanding organization which contributes to the quality of life in so many ways here at Birch Meadow. While they do raise significant funds for enrichment programs, field trips, library enhancement, to name a few, they also enhance our instructional program by their involvement in their children's classrooms and by volunteering to be a part of our School Council. They readily help on committees and offer support to teachers whenever the need arises. This year in conjunction with our PTO, our staff is presenting a "Learning Series" to enhance and improve parent understanding the changing curriculum.

### **Student Council**

The Grades 4 and 5 Student Council organized their 14th Annual Senior Citizen Luncheon in January to the delight and enjoyment of over 50 guests. Mrs. Mosier, our Music Specialist, and over 200 students also enjoyed a sing-a-long after the usual delicious turkey fricassee lunch. Desserts prepared by our many parent volunteers added to the festive holiday atmosphere. Our civic-minded council also sponsored a coat drive for the more needy residents of the Greater Boston Area.

### **Open Invitation**

Again, I would like to extend an open invitation to members of the Reading community to visit our/your school. Our Library Media Center continues to be a great place to volunteer and work with children. Please feel free to call Principal Richard E. Davidson at 781-944-2335 with any questions, comments or to arrange a visit. Thank you for your continued support.

**Joshua Eaton Elementary School  
Principal Lisa M. Cormier (2003-2004)  
Interim Principal Patricia A. de Garavilla (2004-2005)**

The Joshua Eaton School continued to be an active learning community with great commitment from students, parents, teachers and staff alike. There were several accomplishments that are highlighted here of which the school community is most proud.

### **Curriculum and Instruction**

The last major component of our Language Arts Curriculum Initiative was implemented with the introduction of the Wilson Language "Foundations" phonics program in our Kindergarten and first grade classrooms last year. It has been expanded to the second grade level this Fall. Teachers met frequently in grade level teams as well as during in-service time as part of on-going training with all aspects of the Language Arts Program. Teachers also participated in training for other areas of the curriculum as well throughout the year.

Joshua Eaton teachers developed writing prompts that address the MA State Curriculum Framework and coordinated a whole school prompt. The district's Elementary Editing Checklist was also introduced as a pilot program in conjunction with the John Collins Writing Program.

The Eaton School received federal funding through the Title I program and was able to offer additional Reading support with a Title I teacher in the building. This program will continue next year but on a smaller scale.

### **Community Outreach**

As it is each year, our sixth Annual Veterans' Day Assembly was a wonderful tribute to the many veterans in attendance. Over 75 veterans enjoyed the performances of the Joshua Eaton students and State Trooper Sgt. Dan Clark. This program truly brought this holiday to life for all our students.

The Senior Tea was another opportunity to welcome guests to our school. The senior citizens in attendance enjoyed their interaction with the Eaton students.

Our students actively supported food drives to help the less fortunate in our community.

### **Parental Involvement**

Parents were welcomed back to school at the annual Curriculum Nights to meet their children's teachers and hear firsthand of the grade level curriculum and expectations. Families also enjoyed attending the Annual Open House in the Spring where student work was showcased.

The School Advisory Council (Principal, Parent and Teacher Representatives) focused on improving communication at Joshua Eaton. Members were instrumental in implementing the school-wide use of e-mail as well as updating the school's website to expand communication within the school community and beyond. The use of e-mail has enabled teachers and parents to communicate more efficiently as we work together to support student success. The School Advisory Council also played a key role in identifying the school's safety plan and recommending changes as necessary.

Our dedicated P.T.O. board and members supported the Joshua Eaton School through their offerings of many activities, enrichment programs, field trips and materials and supplies. They were able to supplement the technology equipment at school with the purchase of new computers, printers and a Smart Board for the next school year through their fundraising efforts. They also coordinated the monthly school newspaper, *The Eaton Express*, to keep all families apprised of classroom news and family events.

### **Faculty and Staff**

We welcomed several new staff members to Eaton who worked closely with their assigned mentors as part of their induction into the Reading Public Schools.

Our school suffered a tremendous loss with the passing of our beloved Secretary Pat Donnelly. She will always be remembered for her caring ways, her sense of humor and dedication to students and staff alike.



We wish veteran teachers Anne Coneeney, Pauline Harootian and Mike DeLong all the best as they begin their retirements. A special thank you is extended to each of them for the difference they made in so many children's lives.

**J. W. Killam Elementary School  
Principal Paul Guerrette**

The 2003-2004 school year added a new dimension to the Killam School with the addition of one all day Kindergarten class. This pilot program was implemented town wide and was a fee based program that attracted much interest within the Killam community. Thirty-six parents signed up for the 24 slots available and a lottery was held to determine who would attend. The program was taught by Lynne Kasparian, a highly respected and experienced Kindergarten teacher at Killam.

At the conclusion of the school year, it was decided to continue to offer the all day Kindergarten program within the Reading Public Schools as a voluntary fee based program.

Instructionally, at Kindergarten and Grades 1 and 2, we added a phonics based program entitled Foundations to supplement our current Reading program. Teachers at these grade levels participated in ongoing training conducted by the Reading Specialist.

The entire faculty continued to be engaged in ongoing professional development activities. A team of teachers attended a workshop on "Data Drive Decision Making" to obtain added information on how ongoing assessment can aid in instructional decisions. Social studies, Mathematics and Special Education were other topics that the faculty participated in learning more about.

Parent education continued to be a focus of Killam's P.T.O. As part of the school's goal to communicate with parents, School Psychologist Vivian Su spoke about "Understanding Your Child's and Spouse's Personality," and Reading Specialist Jean Maloney-Stewart and Patricia deGaravilla spoke about Reading and Writing instruction.

The ongoing Pillars of Character Program conducted six successful assemblies during the school year. A grant received from the Southern Poverty Low Foundation afforded the Pillars Committee an opportunity to purchase additional resources to help students learn lessons related to the Pillars of Character.

Our School Council continued its work addressing safety issues related to traffic before and after school. Improvements were realized with additional signage designating no parking zones, improved snow removal, and ongoing parent education through notices. The Council worked on making the Killam web page an improved vehicle for communication about school issues and events.

**Special Education**  
**Director Stephen D. Gannon**

The Special Education Department of the Reading Public School has been mandated by the School Committee to operate an efficient and cost effective department. To accomplish this goal, the department has worked in conjunction with regular education in the creation of internal programs and supports to assist students access the curriculum.

Department resources have been focused on four areas:

1. Monitor and control the budget and legal processes in the Special Education Department.
2. Research cost effective ways to deliver quality "state of the art" programming for Special Education students.
3. Lead the Special Education Department in a manner that would build trust and consistency to the department's processes and programs.
4. Setting and living up to the same high standard of excellence as regular education in Reading.

In addition to these goals, we have been strengthening our networks with other Special Education Departments which has led to an exchange of cost effective programming ideas and referrals to our under utilized In-District programs.

**Accomplishments 2003-2004 School Year**

1. Circuit Breaker work resulted in substantially higher than expected reimbursement from the State.
2. Medicaid money received for first time.
3. Continued a trend of reducing the need for Out-of-District placements.
4. Continued trend of program development resulting in substantial savings to district.
5. High School vocational program in conjunction with EMARC of Reading.
6. Integrated Learning Program at Birch Meadow for Grades 1 and 2.
7. Applied Behavior Analysis (ABA) classroom at RISE.
8. Planned extended year program that is integrated on the elementary level.
9. Developed a system of professional development for specialized programs.
10. Piloted Special Education Department reorganization by establishing school and program based liaisons.
11. Worked with North Shore Educational Collaborative to begin short-term evaluation and stabilization program.
12. Developed and piloted an emergency threat assessment process.

**2004-2005 School Year to Date Accomplishments**

1. Integrated Extended year tuition based program, piloted successfully.
2. Piloted Extended year pragmatic middle school program successfully.
3. Autistic program established at Coolidge for middle school students.
4. Expanded Integrated Learning Program into Grade 3 at Birch Meadow.
5. Began process of internal program audits of Special Education services.

6. Established professional development theme of “Show Me the Data” to support district professional development initiative.
7. Put into practice new WEB based Individualized Education Plan program.
8. Developed process of internal program audit to be piloted on the secondary level.

#### **Future Challenges**

1. Increase MCAS scores of special education students.
2. Professional Development on changes in Special Education as a result of passage of IDEA 2004.
3. Improve technology.

#### **School Entrance Requirements**

To be eligible for admission to the Reading Public Schools, a child must have reached the age of five on or before August 31st of the entering year. Under no circumstances will children younger than five be admitted.

No child shall be admitted to school except upon presentation of a physical exam and evidence of immunization as required by the State Immunization Law and in accordance with the schedule established by the Department of Public Health. Effective March 1, 1990, children are required to present documented evidence of lead screening prior to entrance into preschool and kindergarten.

Under the Laws of the Commonwealth, each child shall attend school beginning in September of the calendar year in which he attains the age of six.

Upon entering school each child is required to present a birth certificate.

#### **“No School” Signals**

“No School” will be announced over radio stations WBZ, WRKO, WEZE, WHDH, WBUR, on Television Stations 4, 5, 7 and Channel 9 on Cable TV between 6:30 a.m. and 7:30 a.m.

It is the policy in Reading to have school on all scheduled days and for parents to decide when conditions are such that it would be unwise for their child to attend. However, when roads cannot be opened or other extraordinary conditions exist, school may be cancelled for all schools or for the elementary grades only. This decision will be made by the Superintendent of Schools.

#### **Enrollment**

The enrollment of the Reading Public Schools as of October 1, 2004 was 4,227. In addition, there are 64 out of district Special Education placements, 69 students at the RISE preschool program, 66 students from Reading enrolled in Grades 6 through 12 at Austin Preparatory School and 26 enrolled in Grades 9 through 12 at the Northeast Metropolitan Regional Vocational School making the total school population in Reading as of October 1, 2004 -- 4,452.



## ENROLLMENT STATISTICS

### Eight-year Summary of Public School Enrollment\*

<u>GRADE</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>
<u>K</u>	<u>318</u>	<u>279</u>	<u>269</u>	<u>333</u>	<u>301</u>	<u>316</u>	<u>294</u>	<u>337</u>
<u>1</u>	<u>359</u>	<u>361</u>	<u>310</u>	<u>304</u>	<u>366</u>	<u>331</u>	<u>358</u>	<u>331</u>
<u>2</u>	<u>376</u>	<u>363</u>	<u>354</u>	<u>307</u>	<u>307</u>	<u>354</u>	<u>342</u>	<u>341</u>
<u>3</u>	<u>319</u>	<u>374</u>	<u>358</u>	<u>354</u>	<u>306</u>	<u>310</u>	<u>351</u>	<u>345</u>
<u>4</u>	<u>348</u>	<u>322</u>	<u>362</u>	<u>359</u>	<u>346</u>	<u>307</u>	<u>312</u>	<u>350</u>
<u>5</u>	<u>368</u>	<u>348</u>	<u>327</u>	<u>366</u>	<u>346</u>	<u>357</u>	<u>309</u>	<u>307</u>
<u>6</u>	<u>334</u>	<u>366</u>	<u>342</u>	<u>327</u>	<u>367</u>	<u>341</u>	<u>342</u>	<u>315</u>
<u>7</u>	<u>344</u>	<u>332</u>	<u>360</u>	<u>339</u>	<u>328</u>	<u>361</u>	<u>332</u>	<u>350</u>
<u>8</u>	<u>295</u>	<u>345</u>	<u>328</u>	<u>357</u>	<u>337</u>	<u>319</u>	<u>357</u>	<u>340</u>
<u>9</u>	<u>258</u>	<u>291</u>	<u>330</u>	<u>308</u>	<u>328</u>	<u>303</u>	<u>277</u>	<u>327</u>
<u>10</u>	<u>276</u>	<u>259</u>	<u>286</u>	<u>321</u>	<u>305</u>	<u>325</u>	<u>298</u>	<u>272</u>
<u>11</u>	<u>259</u>	<u>268</u>	<u>253</u>	<u>272</u>	<u>298</u>	<u>291</u>	<u>329</u>	<u>308</u>
<u>12</u>	<u>241</u>	<u>253</u>	<u>256</u>	<u>243</u>	<u>269</u>	<u>296</u>	<u>275</u>	<u>304</u>
<u>SPED</u>	<u>24</u>	<u>23</u>	<u>59</u>	<u>22</u>	<u>33</u>	<u>23</u>	<u>25</u>	<u>*</u>
<u>TOTAL</u>	<u>4,119</u>	<u>4,184</u>	<u>4,194</u>	<u>4,212</u>	<u>4,237</u>	<u>4,234</u>	<u>4,201</u>	<u>4,227</u>

\*SPED numbers included in enrollment.

01/05

2004

**RETIREMENTS**

Bitinas, Claire	Birch Meadow School	Grade 4
Blodgett, Everett	Reading Memorial High School	Science
Brett, David	Reading Memorial High School	Business
Coneeney, Anne	Joshua Eaton School	Grade 1
Feagley, Jan	Birch Meadow School	Grade 3
Grimaldi, Martha	Reading Memorial High School	Science
Harootian, Pauline	Joshua Eaton School	Grade 1
Hichborn, Mary	Arthur W. Coolidge Middle School	Library/Media
Jones, Diane	Reading Memorial High School	Mathematics
Kenney, Leo	Reading Memorial High School	Science
Lewis, Cynthia	RISE Pre-School Program	Special Education
MacDonald, Janice	Walter S. Parker Middle School	Special Education Assistant
Martin, Barbara	Reading Memorial High School	Science
Orlando, Frank	Reading Memorial High School	Principal
Piacentini, Mary	Reading Memorial High School	Director of Nurses
Snyder, Warren	Walter S. Parker Middle School	Social Studies
Soghigian, Patricia	Reading Memorial High School	Science
Terilli, Joseph	Reading Memorial High School	Social Studies
Upham, Judith	Alice M. Barrows Elementary School	Grade 4
Zenewicz, Kevin	Reading Memorial High School	Science

**RESIGNATIONS/REDUCTIONS**

Ahearn, Jennifer	Birch Meadow School	Special Education Assistant
Anthony, Nancy	Birch Meadow School	Library Media
Arinello, Janice	Walter S. Parker Middle School	Language Arts
Baker, Amy	J. Warren Killam Elementary School	Special Education Assistant
Bertone, Jennifer	Joshua Eaton School	Regular Education Assistant
Blaine, Maryann	Birch Meadow School	Grade 3
Couto, Michelle	Joshua Eaton School	Grade 3
Curran, Shaun	Arthur W. Coolidge Middle School	Special Education Assistant
Davis, Carol	Alice M. Barrows/Joshua Eaton	Art
Dean, Berenice	Reading Memorial High School	Cafeteria
DeBenedetto, Concetta	Arthur W. Coolidge Middle School	Special Education Assistant
DeBenedictis, James	Reading Memorial High School	Athletics
Decker, David	Reading Memorial High School	Athletics
Dempsey, John	Reading Memorial High School	Facilities
D'Entremont, Margaret	Alice M. Barrows Elementary School	Cafeteria
Deshais, Janet	Alice M. Barrows Elementary School	Special Education Tutor
DiNapoli, Keri	Joshua Eaton School	Grade 2
Donnelly, Patricia	Joshua Eaton School	Secretary
Doucette, Christina	Reading Memorial High School	Athletics
Duffy, Stephen	Walter S. Parker Middle School	Special Education Teacher

**RESIGNATIONS/REDUCTIONS**

Evans, Jessica	J. Warren Killam Elementary School	Special Education Assistant
Farrell, Laura	J. Warren Killam Elementary School	Special Education Assistant
Fie, Alicia	Reading Memorial High School	Art
Forello, Katherine	Reading Memorial High School	Athletics
Fitzgerald, Ryan	Walter S. Parker Middle School	Special Education Assistant
Finagan, Suzanne	J. Warren Killam Elementary School	Special Education Assistant
Fye, William	Walter S. Parker Middle School	Principal
Giuthier, Vonda	Arthur W. Coolidge Middle School	Reading
Gnien, Samantha	Arthur W. Coolidge Middle School	Science
Glung-Fontanez, G.	Arthur W. Coolidge Middle School	Special Education Assistant
Gman, Sonia	Walter S. Parker Middle School	Special Education Assistant
Gkman, Alexis	Walter S. Parker Middle School	Special Education Assistant
Hughton, Elizabeth	J. Warren Killam Elementary School	Grade 2
Krmick, Andrew	Reading Memorial High School	Athletics
Kenig, Robert	Walter S. Parker Middle School	Title 1
Keble, Elizabeth	Arthur W. Coolidge Middle School	Mathematics
Lane, Carol	Birch Meadow School	Special Education Assistant
Lahy, Elizabeth	Birch Meadow School	Special Education Assistant
McDonald, Janice	Walter S. Parker Middle School	Education Assistant
Amakos, Stephanie	J. Warren Killam Elementary School	Special Education Assistant
McCarter, Valerie	Reading Memorial High School	Athletics
McGair, Melanie	Walter S. Parker Middle School	Foreign Language
Mr, Ramon	Reading Memorial High School	Foreign Language
Mischetto, Grace	Reading Memorial High School	Athletics
Newton, Richard	Reading Memorial High School	Science
O'Brien, Bernard J.	Reading Public Schools	Facilities
Piquette, Joyce	Arthur W. Coolidge Middle School	Special Education Assistant
Piddle, Melanie	Birch Meadow School	Special Education Assistant
Perkins, Stacey	Walter S. Parker Middle School	Special Education Assistant
Pissolano, Stefanie	Alice M. Barrows Elementary School	Special Education Teacher
Pittengill, Michelle	Joshua Eaton School	Regular Education Assistant
Pitt, Janet	Arthur W. Coolidge Middle School	Mathematics
Piffer, John	Walter S. Parker Middle School	Special Education Teacher
Qirk, Bernadette	Alice M. Barrows Elementary School	Special Education Assistant
Rnayne, Charlotte	Walter S. Parker Middle School	Special Education Assistant
Slig, Tracy	Joshua Eaton School	Special Education Assistant
Slack, Norma	RISE Pre-School Program	Special Education Assistant
Sndeman, Tressa	J. Warren Killam Elementary School	Special Education Assistant
Tibault, Kevin	Reading Memorial High School	Athletics
Vntimiglia, Edith	Walter S. Parker Middle School	Title 1
Williams, Judith	Joshua Eaton School	Special Education Assistant
Vason, Jane	Birch Meadow School	Special Education Assistant



**RESIGNATIONS/REDUCTIONS**

Zagarri, Beverly	Reading Public Schools	Sec. to the Superintendent
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**LEAVES OF ABSENCE**

Cignetti, Maura	Walter S. Parker Middle School	LLD
Baker, Amy	J. Warren Killam Elementary School	Special Education Assistant
Buliszak, Jennifer	Reading Memorial High School	Social Studies
Cormier, Lisa	Joshua Eaton School	Principal
Dean, Bernice	Walter S. Parker Middle School	Cafeteria
Durbano, Marsha	Alice M. Barrows Elementary School	Grade 1
Farrell, Lynne	J. Warren Killam Elementary School	Education Assistant
Gaskill, Margaret	J. Warren Killam Elementary School	Cafeteria
Goldner, Michelle	J. Warren Killam Elementary School	Occupational Therapist
Jacobsmeier, Ann	Arthur W. Coolidge Middle School	Social Studies
Mullen, Kerry	Birch Meadow School	Grade 1
Newton, Melinda	Joshua Eaton School	Title 1 Teacher
O'Donnell, Heather	Arthur W. Coolidge Middle School	Education Assistant
Petersen, Josie	Birch Meadow School	Grade 3
Stevens, Sylvia	Joshua Eaton School	Grade 4
Swenbeck-Fedele, Amy	Reading Memorial High School	Social Studies
Tyler, Amy	RISE Pre-School Program	Special Education Assistant
Vassilev, Kimberly	Arthur W. Coolidge Middle School	Foreign Language
Vrenangr, Leana	Birch Meadow School	Grade 1
Wahl, Amy	Joshua Eaton School	Grade 1

**APPOINTMENTS**

Achorn, Elizabeth	Walter S. Parker Middle School	Spanish
Allard, Mary	Reading Memorial High School	Special Education Assistant
Andrikopoulos, Kristen	Reading Memorial High School	Chemistry
Balkam-Thornton, Cynthia	RISE Pre-School Program	Special Education Assistant
Beckman, Patricia	Birch Meadow School	Grade 1
Bertone, Jennifer	Joshua Eaton School	Regular Education Assistant
Borsini, Andrea	Birch Meadow School	Special Education Assistant
Brown, Cameron	Reading Memorial High School	Chemistry
Buono, John	Reading Memorial High School	Chemistry
Burne, Matthew	Reading Memorial High School	Science
Caiazza, Gail	Walter S. Parker Middle School	Special Education Assistant
Carregal, Jody	Joshua Eaton School	Kindergarten
Chase, Christine	Reading Memorial High School	Music
Chase, Matthew	Reading Memorial High School	Special Education Assistant
Cole, Katrina	J. Warren Killam Elementary School	Special Education Assistant
Collins, Christine	Alice M. Barrows Elementary School	Special Education Teacher
Connelly, Michael	Reading Memorial High School	Athletics

**APPOINTMENTS**

Cote, Jonathan	Reading Memorial High School	Special Education Assistant
Crotty, Kerry	RISE Pre-School Program	Special Education Assistant
Darisse, Linda	Walter S. Parker Middle School	Principal
Dee, Janet	Reading Memorial High School	Business
DeLai, Mary	Reading Public Schools	Dir. of Human Res. & Finance
Deshaies, Janet	Alice M. Barrows Elementary School	Regular Education Assistant
DiMambro, Paula	J. Warren Killam Elementary School	Special Education Assistant
DiMattei, Colleen	Walter S. Parker Middle School	Title 1 Math Tutor
Duggan, Leah	Arthur W. Coolidge Middle School	Spanish
Emery, Danielle	Birch Meadow School	Grade 1
Evans, Jessica	J. Warren Killam Elementary School	Special Education Assistant
Federici, Lisa	Alice M. Barrows Elementary School	Health Education Specialist
Feeney, Karen	Joshua Eaton School	Grade 1
Fiore, John	Reading Memorial High School	Athletics
Ford, Samantha	J. Warren Killam Elementary School	Grade 3
Friberg, Christine	Arthur W. Coolidge Middle School	Math
Galasso, Theresa	Walter S. Parker Middle School	Regular Education Assistant
Gannon, Kathleen	Joshua Eaton School	Physical Education
Genovese, Patricia	Alice M. Barrows Elementary School	Regular Education Assistant
Giannone, Marialena	Birch Meadow School	Special Education Assistant
Glikman, Alexis	Walter S. Parker Middle School	Special Education Assistant
Goddard, Caroline	Reading Memorial High School	Special Education Assistant
Groot, Ellen	Birch Meadow School	Special Education Assistant
Harutunian, Julie	Reading Memorial High School	Math
Holland, Kristen	RISE Pre-School Program	Speech & Lang. Pathologist
Hotchkiss, Melissa	J. Warren Killam Elementary School	Special Education Teacher
Hudson, Crystal	Joshua Eaton School	Regular Education Assistant
Hudson, Crystal	Alice M. Barrows Elementary School	Kindergarten
Jellison, Mark	Walter S. Parker Middle School	Special Education Assistant
Johnson, Donald	Reading Public Schools	Asst. Director of Facilities
Jones, Tammy	Walter S. Parker Middle School	Title One Reading Teacher
Jordan, Isabella	Birch Meadow School	Grade 2
Killilea, Kristin	J. Warren Killam Elementary School	Kindergarten
Koenig, Robert	Walter S. Parker Middle School	Title One
Korwan, Anne	J. Warren Killam Elementary School	Occupational Therapist
Kostegan, Rachael	Birch Meadow School	Special Education Assistant
Leahy, Elizabeth	Birch Meadow School	Special Education Assistant
Leahy, Matthew	Reading Memorial High School	Athletics
Lyons, Douglas	Walter S. Parker Middle School	Assistant Principal
Mahoney, Bridgid	Arthur W. Coolidge Middle School	Special Education Assistant
Manna, Anne	Joshua Eaton School	Kindergarten
Marchand, Linda	Alice M. Barrows Elementary School	Cafeteria
Martin, Kathryn	Reading Memorial High School	Athletics

**APPOINTMENTS**

Martinson, Brienne	Walter S. Parker Middle School	LA/ Social Studies
Mauro, Kara	J. Warren Killam Elementary School	Special Education Teacher
McCarron, Cathleen	Reading Memorial High School	English
McClain, Katina	Arthur W. Coolidge Middle School	Special Education Assistant
McCormick, Camille	RISE Pre-School Program	Special Education Assistant
Miguel, Susan	Reading Memorial High School	Athletics
Miller, Andrea	Arthur W. Coolidge Middle School	Language/Art
Moran, Maria	Reading Memorial High School	Cafeteria
Morello, Kristin	Reading Memorial High School	Director of Food Service
Natale, Anthony	Walter S. Parker Middle School	Social Studies
Newton, Melinda	Joshua Eaton School	Title One
Nicholson, Ann	Reading Memorial High School	Special Education Teacher
Nihan, Marian	Birch Meadow School	Regular Education Assistant
Nuccio, Karen	Alice M. Barrows Elementary School	Speech & Language
Orescovich, Laura	Arthur W. Coolidge Middle School	Special Education Assistant
Paquette, Joyce	Arthur W. Coolidge Middle School	Special Education Assistant
Peddle, Melanie	Birch Meadow School	Special Education Assistant
Phinney, Melanie	Arthur W. Coolidge Middle School	Nurse
Radvany, Michael	Reading Memorial High School	Art
Roache, Marjorie	Birch Meadow School	Special Education Assistant
Sandberg, Carol	Alice M. Barrows Elementary School	Special Education Assistant
Sateriale, Dayna	Reading Memorial High School	Athletics
Saunders, Kim	Joshua Eaton School	Cafeteria
Scioli, Joseph	Reading Memorial High School	Food Service
Scott, Lauren	J. Warren Killam Elementary School	Special Education Assistant
Seaburg, Jackelyn	Arthur W. Coolidge Middle School	Math
Shaw, Meaghan	Reading Memorial High School	Athletics
Shontz-Stackpole, Jessica	Reading Memorial High School	Special Education Assistant
Sidelinker, Janelle	Birch Meadow School	Special Education Assistant
Sisisky, S. Zachary	Arthur W. Coolidge Middle School	Special Education Teacher
Stasiak, Jillian	Birch Meadow School	Special Education Assistant
Steinhauser, Christine	Arthur W. Coolidge Middle School	Library Media Specialist
Sweezey, Kathy	Walter S. Parker Middle School	Cafeteria
Taranto, Joseph	Reading Memorial High School	Athletics
Tierney, Kathleen	RISE Pre-School Program	Special Education Assistant
Trites, Erline	J. Warren Killam Elementary School	Special Education Assistant
Ventimiglia, Edith	Joshua Eaton School	Regular Education Tutor
Vitarisi, Jennifer	Joshua Eaton School	Grade 3
Ward, Richard	Reading Public Schools	Asst. Director of Facilities
Warshauer, Margaret	Birch Meadow School	Library Media Specialist
Whelan, Katherine	RISE Pre-School Program	Special Education Teacher



**APPOINTMENTS**

White, John	Reading Memorial High School	English
Whitehead, Kevin	Reading Memorial High School	Special Education Assistant
Wilson, Jane	Birch Meadow School	Special Education Assistant
Wilson, Matthew	Reading Memorial High School	Network Adm. Technician
Wininger, David	Reading Memorial High School	Science
Young, Korey	Reading Memorial High School	Spanish
Zerfas, Jason	Reading Memorial High School	Science
Zerfas, Jason	Reading Memorial High School	Athletics

# Northeast Metropolitan Regional Vocational High School District

**Serving**  
*Chelsea*  
*Malden*  
*Melrose*  
*No. Reading*  
*Reading*  
*Revere*  
*Saugus*  
*Stoneham*  
*Wakefield*  
*Winchester*  
*Winthrop*  
*Woburn*

## Annual Report 2004

**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**  
**100 Hemlock Road - Wakefield, Massachusetts 01880-3597**

**Outstanding Student Award**

Melissa Poste from Chelsea, a senior in the Drafting & Design Program, was chosen as Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

**National Technical Honor Society**

The Northeast Chapter of the National Technical Honor Society held its annual Induction Ceremony in May. At the ceremony, six seniors and 20 juniors were inducted. These students joined the previously inducted members to bring the Technical Honor Society Chapter to 59 members for the 2003-2004 school year.

**National Honor Society**

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in May. Five seniors, eight juniors and three sophomores were inducted for the 2003-2004 school year bringing the total membership to 35.

**Skills USA VICA Awards**

At State VICA Competition, Northeast winners were Seng Ung of Revere who finished 2<sup>nd</sup> in Computer Maintenance, Kim McGah of Woburn who finished 2<sup>nd</sup> in Dental Assisting, Leo Carbone of Malden who finished 2<sup>nd</sup> in Plumbing, and Adam Zwicker of Stoneham who came in 2<sup>nd</sup> in Residential Wiring. Attending Skills/USA VICA Summer Conference in Kansas City were Chris Allender of Woburn, Billy Parsons of Malden and Alian DiBiasie of Saugus. Alian DiBiasie also attended the Washington Leadership Conference in September.

**Student Advisory Representative to the School Committee**

Justin Esquilin, a senior from Woburn, was elected as the Student Representative to the School Committee for the 2002-2003 school year.

**Scholarship Committee**

The Northeast Scholarship Committee awarded individual scholarships to 120 deserving students at the Fourth Annual Senior Recognition Night. The total of \$516,500 was given in scholarships.

Northeast students beginning work in their vocational field or entering trade apprenticeship programs were included in the above awards. This money will enable the students to purchase tools and equipment as well as entry level expenses toward trade education programs.

**SCORE Peer Mediation Program**

In September, Northeast began its ninth year affiliated with SCORE, a Peer Mediation Program. The SCORE Program was developed by the Office of the Attorney General of Massachusetts to help reduce the violence in schools. The Mediation process is successful in resolving conflicts of all types.



Northeast has a full-time Coordinator, 31 trained students and six trained staff members. A trained mediator is a neutral person not involved in the dispute and through the mediation process, helps people come to their own agreement about how they want to resolve their conflict.

### **Professional Development**

Professional Development in 2003-2004 focused on improving student achievement. To this end, the following activities were conducted:

Bert Simmons facilitated a workshop on “Improving Student Achievement Through the Effective Use of Class Time.” This program resulted in the development of Individual Classroom Plans for each teacher. The School Improvement team participated in the *High Schools That Work* Leadership Series on Improving Student Achievement. Their efforts were presented at a school-wide professional learning day in April. This learning day produced Departmental Improvement Plans for each academic and career/technical component of the school. Lastly, the Lynch School of Education at Boston College facilitated a learning experience on *Effective methods of Co-Teaching Mathematics and English Language Arts*. This seminar involved 50 staff members in an attempt to increase the infusion of high standards content into our targeted population classrooms.

### **Summer Enrichment Program**

Two hundred twenty students participated in the Summer 2004 support program. Three categories were involved:

### **Summer Transition**

One hundred fifty incoming ninth graders were introduced to the school in a three-week support orientation program. This experience involved:

- ◆ Project-based mathematics approach utilizing graphing calculators
- ◆ Integration of literacy skills in English Language Arts
- ◆ Hands-on experiences in the career/tech rotations of

Culinary/Baking  
Cosmetology/Plumbing  
Graphics/Drafting

All academic classes in this program were co-taught utilizing two teachers per class.

Upper class students engaged in team-building activities through Physical Education, discrete mathematics through Social Studies exploration, and Language Arts through literary applications. These students also visited the Lowell Mills, the Battlefields at Concord and Fenway Park.

English language learners participated in an English Support Program. The 9th and 10<sup>th</sup> graders in this program collaborated with their peers in the career/technical activities and the field trips and, at the same time, concentrated on English, reading and writing skills.

### Support Services

The Northeast Guidance Department staff offers support counseling through individual and group counseling and specialized workshops and presentations. All faculty guidance counselors are certified as school adjustment counselors and have either social work or school psychology backgrounds to equip them to handle the wide range of student issues that come forth. One school adjustment counselor is bilingual (Spanish-speaking). A school psychologist supports the counseling staff, provides psychological testing, supports the special education program, and maintains a small individual and group caseload. In addition, a career counselor and a non-traditional counselor round out the support staff with their focus on career awareness and vocational development.

Support groups are established each year based on student needs. A teen issues group is established in each grade to support students who have difficulties with peer issues. An anger management group that is linked to the discipline system is offered after school in an effort to provide students with an understanding of their own anger, and an opportunity to develop new tools to use to manage anger more appropriately.

An after school substance abuse intervention group provides students with a second chance when they have entered the discipline system with a substance abuse offense. A psycho-educational curriculum and dynamic group approach are employed. Students participate for a minimum of ten weeks and must participate in a drug screening program throughout and after participation. The goal of the program is to prevent loss of learning by providing students with the necessary interventions and supports to address their substance issues while enabling them to remain in school during and beyond this intervention phase.

Support groups for pregnant and parenting teens, grieving students, Latino students, Asian students, gay students and others have all been offered at different times depending on need and student interest. Individual counseling with students requires that counselors coordinate with doctors, psychiatrists, outside therapists, social workers and counselors, court personnel, police and others.

The Peer Mentoring Program provides educational assistance to students having difficulty with one or more academic subjects. Students who have been successful in specific subject areas and who have participated in training volunteer their time to assist others in the Library two afternoons per week. The mentoring program is designed to supplement after school assistance provided by the academic and vocational teachers. The program benefits go beyond the student achievement as the relationships formed by the mentors and students help to break down barriers between different grade and age groups, and develop friendships that would not have had a chance to form. The mentoring program is coordinated by a counselor and a Math teacher with other teachers offering support and assistance.

Career counseling and the college application process are a large part of all of the counselors' roles but specialized support is provided by a career counselor and a part-time non-traditional support counselor. The career counselor manages a Career Awareness Program for all students that involves monthly small group career advisement group meetings and large group presentations. The curriculum focuses on career assessment, career information and requirements, interviewing skills, portfolios and resume preparation. By providing assessments to evaluate skills, interests and work values, the career counselor assists freshmen in their vocational selection process and upper class students with linkages to post-secondary education and employment opportunities.

The non-traditional support counselor provides specialized support to those students who are enrolled in career areas that are considered non-traditional for their gender. By providing support groups, specialized presentations and field trips, students are prepared to understand the benefits of non-traditional choices and to appropriately handle any difficulties that they might confront.

Special workshops and presentations are offered through the year for different groups of students. Each year, all freshmen participate in-group workshops focusing on harassment, bullying and gender equity issues. Large group assemblies and presentations have been offered focusing on substance abuse, drunk driving, teen dating violence, tolerance, character building and others.

### **Grants**

Title I – Economically Disadvantaged Districts – Funding from this grant provided for six Grade 9 and six Grade 10 English Language Arts classes for 180 students who exhibited reading comprehension difficulty based on their Stanford 9 diagnostic testing and Algebra/Geometry classes designed to address the needs of 180 students identified as “at risk” or not passing the State assessment test.

Instruction in both the English Language Arts and Mathematics curricula in Title I were enhanced by the use of Technology in the Title I rooms, as well as by support provided by the teaching assistants in these classes.

Title 2A – Teacher Quality – This grant provided for the hiring of an MCAS Preparation instructor, the implementation of a teacher mentoring program whereby experienced teachers were assigned to work with non-professional status teacher as advisors, and the funding for the two workshops that the district provides as part of the two whole-staff professional development days in accordance with the teacher contract.

Title 3 – English Language Learner Support – This grant is used to institute a Summer English Immersion Program for our English Language Learning students. Approximately 55 students are engaged in this four-week program.

Title 5 – New and Innovative Programs – Funds from this grant were used to hire two support staff members for the Summer Transition Program. These individuals worked with the incoming 9<sup>th</sup> graders to develop a publication that represented the efforts of the Summer Program. The 72 page document is available upon request at the school.

Comprehensive School Reform Grant – The third and final year of this grant allowed us to participate in our third year of affiliation with the Southern Regional Education Board’s *High Schools That Work* initiative. Funds from this grant allowed for 23 staff members to participate on *HSTW* training programs in Atlanta. Funds from this grant also supported the consultants used in the two school-wide professional learning activities.



Perkins Occupational Education Grant – Funds from this federal source provided for:

HVAC teacher	Career Counselor
MCAS Remediation teacher	Staffing for the Summer Transition Program
Computers for Drafting and Design	2 MCAS tutors for remediation
Non-traditional support counselor	
Smart Board Technology for Physics,	
Drafting, Automotive Technology and	
Metal Fabrication	

### **Summer Programs**

Northeast Metro Tech Summer Programs enjoyed one of its most successful campaigns since their inception in 1988. Over the years, both the Summer School and Computer Camp have experienced remarkable growth. This year, the Summer programs serviced nearly 500 students combined.

This year, under new direction, the Summer School serviced high school students in seven different academic subject areas, and also expanded into the vocational enrichment and certification programs. The goals of promoting a positive learning atmosphere, retention and promotion, as well as providing skills to assist each student at the next grade level, are paramount objectives behind the philosophical makeup of our Summer school.

The popular Computer Camp took on a whole new look in 2004 including the staff and programs. It was the 16th year for this ever-expanding program. Its objective of making learning fun had the counselors teach campers skills that they can use during their school year while enjoying doing it. These programs can help strengthen Reading and Math skills, and expand their general knowledge of the computer. An introduction to Power Point presentations, along with swimming and diving instruction, became an exciting part of the camps program this year with students having a chance to display their work at the session ending pizza party to the amazement of their parents and families. The Computer Camp schedule consisted of a three-hour rotating schedule of computer lab, swimming and sports and games.

### **Adult Education**

Our goal is to provide as many educational services as possible to the 350,000 residents of the Northeast Metropolitan Regional Vocational School District. In pursuing this goal, the Adult Education staff maximizes utilization of the Northeast facilities, offering an extensive selection of stimulating and practical programs Monday through Saturday during the school year, and Monday through Friday during the Summer months.

Northeast offers a State Approved Auto Damage Appraisal Program, as well as Journeyman's and Masters Programs in Electrical, Plumbing, Sheet Metal, Carpentry and Gas Fitting. As the Number One apprentice training center in New England, we guide hundreds of young men and women annually as they prepare for their journeyman or masters license in their trade. For the many senior citizens enrolled, we offer a wide variety of programs designed to satisfy their interest in crafts, hobbies, physical fitness, etc.

During the 2004 school year, the Adult Education agenda is the focus on the health care and related fields that project high employment possibilities. Courses such as Computer Technology, Anatomy and Physiology, Algebra (pre-nursing), Chemistry (pre-nursing) and Certified Nurse Aide, as well as Medical Terminology and Medical Transcription and Human Biology (Anatomy), all mirror this trend.

### **2004 Graduates**

The 2003-04 school year represents the 34th class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 249 students in the Class of 2004.

The breakdown of graduates' status after graduation is as follows:

Employed	126
Attending 4 year college	27 *
Attending 2 year college	56 *
Apprentice school	14 *
Entering Military Service	13
Status unknown	5
Other	8

\* It should be noted that 39% of the graduating class went on to further their education either in a two or four year college or in an apprentice program. 236 members of the graduating class either entered military service, are employed or are seeking further education -- that figure represents 95% of the Class of 2004.

### **Special Needs Enrollment**

Special Needs enrollment for the 2003-04 school year continued to represent a fair share of the total school enrollment with students. The 287 Special Needs students represent 24% of the school population.

### **Athletic Records**

The Northeast Girls' Softball team won the Lower Division Commonwealth Athletic League Championship and advanced to the M.I.A.A. State Tournament.

The Northeast co-ed Swim team won the State Vocational Tournament.

The Northeast Boys' Soccer team qualified for the M.I.A.A. State Tournament.

The Northeast Hockey team qualified for the M.I.A.A. State Tournament.

The Northeast Girls' Volleyball team was the Commonwealth Athletic Conference Champion and qualified for the M.I.A.A. State Tournament.

**District School Committee Election of Officers**

At the Annual Organizational Meeting of the District School Committee on January 13, 2004, the following members were elected Officers of the District School Committee:

Chairman	Michael T. Wall of Chelsea
Vice Chairman	Deborah P. Davis of Woburn
Secretary	Peter A. Rossetti, Jr. of Saugus
Treasurer	Paul L. Sweeney of North Reading
Assistant Treasurer	Anthony E. DeTeso of Stoneham

**Conclusion**

As Northeast celebrates its 34th year of Vocational/Technical Excellence to its 12 member communities, its aim is to continue to offer the latest in vocational/technical and academic education by maintaining a high level of performance. This high level of performance also encompasses continued improvement in academic achievement with regard to MCAS. The Northeast Class of 2004 had a 99% pass rate with the MCAS Test at graduation.

Northeast is continually updating curriculum and has instituted MCAS Enrichment Classes, along with Summer MCAS Academies. The school continues to offer students the finest education with which to build a successful career through the latest in equipment, software and technology offered in all vocational programs no matter which career path they have chosen.

Evidence of our past success is reflected in the students that have graduated from Northeast Metro Tech. The Alumnus stories of success and their readiness and willingness to help school officials by speaking at recruiting sessions at the local schools as well as recruiting graduates for employment is proof of their dedication to Northeast. Northeast currently has 18 alumni employed at the school. Testimonials as to the success of our graduates continue to be received, which makes us proud to have contributed in some small way to their accomplishments.

Once again, I am proud to have represented Reading as a member of the Northeast Metropolitan Regional Vocational District School Committee, not only to serve as the guardian of funds allocated from the community to this educational institution, but also to assist in and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

Robert S. McCarthy  
Northeast School Committee  
Reading, Representative



# NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL

## ENROLLMENT HISTORY

CITY/TOWN DISTRICT	S.Y. 93-94	S.Y. 94-95	S.Y. 95-96	S.Y. 96-97	S.Y. 97-98	S.Y. 98-99	S.Y. 99-00	S.Y. 00-01	S.Y. 01-02	S.Y. 02-03	S.Y. 03-04
Chelsea	256	313	296	250	239	223	236	276	240	268	258
Malden	269	252	226.5	232	235	237	206	172	150	157	175
Melrose	41	35	29	36	26	32	28	19	30	40	36
North Reading	23	13	15	10	12	12	14	21	27	29	30
Reading	23	15	14	14	25	22	23	23	22	22	25
Revere	184	186	211	218	227	252	267	270	277	272	256
Saugus	123	136	154	161	145	136	128	129	139	148	139
Stoneham	40	36	37	37	40	36	39	40	36	28	37
Wakefield	30	37	33.5	28.5	34	50	52	41	39	34	36
Winchester	3	4	2	2	2	7	8	8	9	9	6
Winthrop	35	37	32	21	23	28	27	35	40	40	37
Woburn	69	56	46	53	55	60	64	74	87	85	107
TOTALS	1096	1120	1096	1062.5	1063	1095	1092	1108	1096	1132	1142
NON DISTRICT	13	7	26	45.0	48	47	37	27	40	44	48
GRAND TOTAL	1109	1127	1122	1107.5	1111	1142	1129	1135	1136	1176	1190

SPECIAL NEEDS ENROLLMENT	218	222	242	213.5	258	244	214	233	273	275	287
% SPECIAL NEED ENROLLMENT	22%	20%	20%	22%	19%	23%	21%	21%	24%	23%	24%

**NORTHEAST METROPOLITAN REGIONAL VOCATIONA SCHOOL DISTRICT  
COMPARISON OF ASSESSMENTS**

	<b>BUDGET FY2003</b>	<b>BUDGET FY2004</b>	<b>VARIANCE \$</b>	<b>VARIANCE %</b>
ROSS BUDGET	\$15,290,011	\$15,290,008	(\$3)	-0.0000%
ESS REVENUES				
Chapter 70 Aid	\$6,502,464	\$5,201,971	(\$1,300,493)	-20.0000%
School Choice	(\$200,000)	\$0	\$200,000	-100.00%
Transportation	\$475,000	\$175,000	(\$300,000)	-63.16%
Investment Earnings	\$25,000	\$0	(\$25,000)	-100.00%
OTAL REVENUES	\$6,802,464	\$5,877,359	(\$925,105)	-13.60%
ET ASSESSMENTS*	\$8,487,547	\$9,412,649	\$925,102	10.90%
HELSEA	\$1,451,398	\$1,748,175	\$296,777	20.45%
IALDEN	\$1,070,836	\$1,248,902	\$179,066	16.63%
IELROSE	\$207,789	\$131,148	(\$76,641)	-36.88%
O. READING	\$171,880	\$184,468	\$12,588	7.32%
EADING	\$157,328	\$179,198	\$21,870	13.90%
EVERE	\$2,206,551	\$2,303,432	\$96,881	4.39%
AUGUS	\$1,145,486	\$1,265,023	\$119,537	10.44%
TONEHAM	\$336,495	\$359,324	\$22,829	6.78%
/AKEFIELD	\$306,978	\$346,765	\$39,787	12.96%
/INCHESTER	\$85,389	\$79,482	(\$5,907)	-6.92%
/INTHROP	\$188,982	\$227,251	\$38,269	20.25%
/OBURN	\$1,158,435	\$1,339,482	\$181,047	15.63%
OTAL	\$8,487,547	\$9,412,650	\$925,103	10.90%

	<b>STUDENTS FY2003</b>	<b>STUDENTS FY2004</b>	<b>VARIANCE</b>	<b>PERCENT OF CONTRIBUTION</b>
HELSEA	240	268	28	23.67491%
IALDEN	150	157	7	13.86926%
IELROSE	30	40	10	3.53357%
O. READING	27	29	2	2.56184%
EADING	22	22	0	1.94346%
EVERE	277	272	-5	24.02827%
AUGUS	139	148	9	13.07420%
TONEHAM	36	28	-8	2.47350%
/AKEFIELD	39	34	-5	3.00353%
/INCHESTER	9	9	0	0.79505%
/INTHROP	40	40	0	3.53357%
/OBURN	87	85	-2	7.50883%
OTAL	1096	1132	36	100.00000%

**Northeast Metropolitan Regional Vocational School District**  
**Combined Balance Sheet – All Fund Types and Account Groups**  
**June 30, 2004**

	<i>Governmental Fund Types</i>		<i>Fiduciary Fund Type</i>	<i>Proprietary Fund Type</i>	<i>Account Groups</i>	
	<i>General</i>	<i>Special Revenue</i>	<i>Trust and Agency</i>	<i>Enterprise</i>	<i>General Long- Term Debt</i>	<i>General Fixed Assets</i>
<i>Assets</i>						
Cash	\$ 585,862	\$ 2,175,125	\$ 1,176,123	\$ 112,723	\$ -	\$ -
Assessments Receivable	489,663	-	-	-	-	-
Prepaid Expenses	355,939	-	-	-	-	-
Inventory Commodities	-	4,306	-	-	-	-
Fixed Assets	-	-	-	-	-	6,233,315
General Long-Term Debt	-	-	-	-	\$ 140,000	\$ -
Total Assets	<u>\$ 1,431,464</u>	<u>\$ 2,179,431</u>	<u>\$ 1,176,123</u>	<u>\$ 112,723</u>	<u>\$ 140,000</u>	<u>\$ 6,233,315</u>
<i>Liabilities</i>						
Accounts Payable	\$ 30,048	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Withholdings	-	-	143,268	-	-	-
Accrued Salary	238,986	-	-	-	-	-
Accrued Expenses	140,000	-	-	-	-	-
Accrued Sick and Vacation	162,324	-	-	-	-	-
General Obligation Bonds	-	-	-	-	140,000	-
Total Liabilities	<u>\$ 571,358</u>	<u>\$ -</u>	<u>\$ 143,268</u>	<u>\$ -</u>	<u>\$ 140,000</u>	<u>\$ -</u>
<i>Fund Equity</i>						
Investment in General Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,233,315
Retained Earnings	-	-	-	112,723	-	-
Fund Balances:						
Reserve for Encumbrances	143,620	-	-	-	-	-
Reserve for Waterline	-	327,772	-	-	-	-
Reserve for Insurance	-	-	902,264	-	-	-
Undesignated	<u>716,486</u>	<u>1,851,659</u>	<u>130,591</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Fund Equity	<u>860,106</u>	<u>2,179,431</u>	<u>1,032,855</u>	<u>112,723</u>	<u>-</u>	<u>\$ 6,233,315</u>
Total Liabilities and Fund Equity	<u>\$ 1,431,464</u>	<u>\$ 2,179,431</u>	<u>\$ 1,176,123</u>	<u>\$ 112,723</u>	<u>\$ 140,000</u>	<u>\$ 6,233,315</u>



**Northeast Metropolitan Regional Vocational School District**

**Special Revenue Funds**

**June 30, 2004**

<i>Undesignated Fund Balance</i>	<i>Amount</i>
Medicaid	\$ 490,373
Adult Education	309,628
Building Usage	38,297
Athletics	15,632
School Choice	665,845
Canteens	274,856
State Wards	18,893
Cafeteria	<u>38,135</u>
Total	<b><u>\$ 1,851,659</u></b>

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**Northeast Metropolitan Regional Vocational School District**

**Trust and Agency Fund**

**June 30, 2004**

<i>Undesignated Fund Balance</i>	<i>Amount</i>
Student Activity	\$ 74,312
Scholarship	<u>56,279</u>
Total	<b><u>\$ 130,591</u></b>

**APPOINTED AND ELECTED TOWN BOARDS, COMMITTEES & COMMISSIONS**  
**(Effective October 1, 2004)**

<u>Title</u>	<u>#Positions</u>	<u>Term</u>	<u>Orig. Date</u>	<u>Term Exp.</u>	<u>Appt'g. Auth.</u>
<b>Advisory Council Against the Misuse and Abuse of Alcohol, Tobacco and Other Drugs</b>					
	<b>11</b>	<b>3 yrs.</b>			<b>BOS</b>
William Carrick	239 West Street	(97)	2005		
Lisa DiTrapano	15 B Street	(02)	2005		
Vacancy		( )	2007		
Mark Staniul	32 Benton Circle	(03)	2005		
Vacancy		( )	2006		
Carl McFadden	33 Wakefield Street	(04)	2005		
Karyn Storti, Chairman	31 Green St. Apt. 8	(01)	2007		
Corey Porter	193 Lowell Street	( )	2007		
Matt Edson	15 Union Street	(03)	2007		
Robert A. Brown, Secretary	37 Susan Drive	(02)	2006		
Gary Nihan	33 Dudley Street	(03)	2006		

<b>Audit Committee</b>	<b>7</b>	<b>3 yrs.</b>			
Andrew Grimes	103 Oak Street	(04)	2007	<b>FinCom</b>	
Jim Francis	156 Prospect Street	(04)	2005	<b>FinCom</b>	
Matt Cummings	271 Summer Ave.	(03)	2006	<b>BOS</b>	
Harvey J. Dahl	16 Tennyson Road	(99)	2005	<b>Sch. Com.</b>	
Lisa Gibbs	59 Minot Street	(04)	2006	<b>Sch. Com.</b>	
Phil Pacino	5 Washington St.	(03)	2005	<b>RMLD</b>	
Camille Anthony	26 Orchard Park Drive	(04)	2007	<b>BOS</b>	

<b>Aquatics Advisory Board</b>	<b>3</b>	<b>3 yrs.</b>		<b>BOS &amp; Rec. Com.</b>	
Lois Margeson	61 Putnam Road	(99)	2006		
Jack Downing	91 Whittier Road	(04)	2007	<b>Rec. Com.</b>	
Mary Ellen O'Neill	125 Summer Ave.	(01)	2005	<b>BOS</b>	

<b>Board of Appeals</b>	<b>3 + 3 Associates</b>	<b>3 yrs.</b>		<b>BOS</b>	
Susan Miller, Chairman	26 Avon Street	(99)	2005		
Robert A. Redfern, V. Chr.	54 Prospect Street	(01)	2006		
John A. Jarema	797 Main Street	(78)	2007		
Paul Dustin (Associate)	3 Orchard Park Dr.	(03)	2005		
Mark Gillis (Associate)	237 Forest Street	(03)	2006		
Michael Conway (Associate)	129 West Street	(04)	2007		

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<b>Board of Assessors</b>	<b>3</b>	<b>3 yrs.</b>			<b>Elected</b>
Ralph Colorusso, Chr.	31 Enos Circle		(00)	Mar.'07	
Thomas J. Ryan, V. Chr.	87 Dana Road		(00)	Mar.'06	
Robert I. Nordstrand, Sec.	384 Franklin Street		(69)	Mar.'05	

<b>Board of Cemetery Trustees</b>	<b>6</b>	<b>3 yrs.</b>			<b>BOS</b>
Mary R. Vincent, Chairman	17 Indiana Avenue		(94)	2006	
Ronald O'Connell, V. Chr.	63 Colburn Road		(96)	2005	
William C. Brown, Sec.	28 Martin Road		(96)	2006	
Janet Baronian	75 Mill Street		(99)	2005	
Vacancy			( )	2007	
Vacancy			( )	2007	

<b>Board of Health</b>	<b>3</b>	<b>3 yrs.</b>			<b>BOS</b>
Colleen Seferian, Chairman	56 Vine Street		(99)	2005	
Barbara A. Meade, V. Chr.	11 Ash Hill Road		(01)	2006	
David Singer	66 Prospect St.		(03)	2007	

<b>Board of Library Trustees</b>	<b>6</b>	<b>3 yrs.</b>			<b>Elected</b>
Victoria V. Yablonsky, Chr.	93 Grand Street		(02)	Mar.'05	
Stephen M. Conner, V. Chr.	73 Hillcrest Road		(96)	Mar.'05	
Susan Hopkins Axelson	300 Charles St.		(03)	Mar.'06	
William Anthony	26 Orchard Park		(04)	Mar.'07	
Karen Brown	249 Forest Street		(04)	Mar.'07	
Karyn Storti	31 Green St.		(03)	Mar.'06	

<b>Board of Registrars</b>	<b>4-2 from each major party</b>	<b>3 yrs.</b>			<b>BOS</b>
Sarah List	43 Wakefield St.		(02)	2005	
Gloria R. Hulse	107 Sanborn Lane		(92)	2006	
Robert Cusolito	23 Grandview Rd.		(99)	2007	
Cheryl A. Johnson	4 Summit Drive		(96)	Indef.	B.V. of O.

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<b>Board of Selectmen</b>	<b>5</b>	<b>3 yrs.</b>			<b>Elected</b>
Richard W. Schubert, Chairman	119 Winthrop Ave.	(01)	Mar.'07		
Camille W. Anthony, V. Chr.	26 Orchard Park Drive	(94)	Mar.'06		
George V. Hines	35 Grand Street	(90)	Mar.'05		
Gail F. Wood, Secretary	213 Pleasant St.	(01)	Mar.'05		
Joseph G. Duffy	460 Summer Ave.	(04)	Mar.'07		

<b>Bylaw Committee</b>	<b>5</b>	<b>3 yrs.</b>			<b>Mod.</b>
Philip B. Pacino, Chairman	5 Washington St., Unit D6	(86)	2007		
Dolores S. Carroll, Secretary	37 Johanna Drive	(87)	2005		
John H. Russell	91 Spruce Road	(91)	2006		
George A. Theophanis	86 West Street	(78)	2005		
Maria Silvaggi	74 Whittier Road	(04)	2006		

<b>Capital Improvements Advisory Subcommittee</b>	<b>9 FinCom</b>	<b>1 yr.</b>			<b>FinCom</b>
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<b>Celebration Committee</b>	<b>5</b>	<b>3 yrs.</b>			
Kurt Habel	832 Main Street	(99)	2006	<b>BOS</b>	
Rita Robertson	9 Elm Street	(02)	2005	<b>Mod.</b>	
Mark Cardono, Chairman	26 Boswell Road	(99)	2005	<b>Historical</b>	
Bob McLaughlin	14 Galvin Circle	(02)	2007	<b>Library</b>	
Everett Blodgett	99 Prescott Street	(00)	2006	<b>Sch. Com.</b>	

<b>Commissioners of Trust Funds</b>	<b>5</b>	<b>3 yrs.</b>			<b>BOS</b>
Robert S. Cummings, Chairman	105 Gleason Road	(78)	2005		
Dana E. Hennigar, V. Chr.	146 Van Norden Rd.	(89)	2006		
John J. Daly	163 Woburn Street	(95)	2007		

<b>Community Planning &amp; Development Commission</b>	<b>5</b>	<b>3 yrs.</b>			<b>BOS</b>
Neil Sullivan, Chairman	20 Franklin Street	(98)	2005		
Susan DeMatteo	81 Colburn Road	(03)	2006		
Jonathan E. Barnes	41 Pratt Street	(90)	2007		
Richard D. Howard	21 Kiernan Road	(86)	2007		
John Sasso, Secretary	10 B Street	(04)	2005		

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<b>Conservation Commission</b>	<b>7</b>	<b>3 yrs.</b>			<b>BOS</b>
William Hecht, Chairman	73 Martin Road		(03)	2005	
William Ogden Finch, V. Chr.	51 Mill Street		(98)	2005	
Douglas N. Greene	31 Cape Cod Ave.		(00)	2006	
Vacancy			( )	2007	
Jamie T. Maughan	263 Woburn Street		(03)	2006	
Rebecca Longley	550 Summer Ave.		(03)	2007	
Vacancy			( )	2006	

<b>Constables</b>	<b>Up to 5</b>	<b>3 yrs.</b>			<b>BOS</b>
Thomas H. Freeman	P.O. Box 825		(93)	2006	
Sally M. Hoyt	221 West Street		(72)	2005	
Alan Ulrich	507 Pearl Street		(04)	2007	
Corey W. Porter	193 Lowell Street		(04)	2005	
Robert H. Prince	41 Oak Street		(00)	2007	

<b>Contributory Retirement Board</b>	<b>5</b>	<b>3 yrs.</b>			
Henry J. Boissoneau, Chairman	122 John Street			2005	<b>E. by E.</b>
Joe Veno, V. Chairman	11 Rock St., N. Reading			2007	<b>E. by E.</b>
Richard P. Foley, Town Acct.	68 Tennyson Road			Indef.	<b>B.V. of O.</b>
Elizabeth W. Klepeis	68 Tennyson Road			12/05	<b>BOS</b>
Daniel B. Seferian	56 Vine Street			2006	<b>Board</b>

<b>Council on Aging</b>	<b>10</b>	<b>3 yrs.</b>			<b>BOS</b>
Dorothy L. Foxon	23 Ash Hill Road		(89)	2006	
Elizabeth Cronin, V. Chr.	403 Pearl Street		(96)	2007	
Sally M. Hoyt	221 West Street		(04)	2007	
Richard Anderson	15 Colonial Drive		(99)	2006	
Carol Patterson	128 Grove Street		(03)	2006	
Edwina Kasper	76 Village Street		(98)	2005	
Carole N. Scrima	709 Gazebo Circle		(04)	2007	
Barbara A. Powers, Secretary	25 Belmont Street		(00)	2006	
Ruth Goldberg	11 Bond St.		(02)	2005	
Kristin Kinsella	304 Franklin Street		(03)	2005	

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<b>Cultural Council</b>	<b>7</b>	<b>3 yrs. (6 max.)</b>			<b>BOS</b>
Alison Sloan DaSilva, Chr.	40 Putnam Road	(00)	2007	(2006)	
Nicole Cain, Secretary	7 Melendy Drive	(03)	2006		
Anne W. Hooker, Treasurer	87 Village Street	(02)	2005		
Karyn S. Storti	31 Green St. #8	(02)	2005		
Harold E. Bond	33 Hartshorn Street	(01)	2007		
Valerie J. Alagero, V. Chr.	28 Smith Ave.	(02)	2005		
Kathleen Kelly	36 Grove Street	(03)	2006		

<b>Custodian of Soldier's And Sailor's Graves</b>	<b>1</b>	<b>up to 5 yrs.</b>			
Francis P. Driscoll	7 Ordway Terrace	(92)	2005	<b>BOS</b>	

<b>Employee Awards Committee</b>	<b>5</b>	<b>1 yr.</b>			
Peter I. Hechenbleikner	102 Eastway		Indef.	<b>B.V. of O.</b>	
Vacancy				<b>BOS</b>	
Vacancy				<b>T. Mgr.</b>	
Vacancy					
Vacancy					

<b>Finance Committee</b>	<b>9</b>	<b>3 yrs. (9 yrs. Max.)</b>			<b>Fincom AppCom</b>
James Francis, Chr.	156 Prospect Street	(97)	2005		
Charles Robinson, V. Chr.	201 Woburn Street	(98)	2005		
Richard McDonald	80 Redgate Lane	(96)	2006	(2005)	
Paul Bolger	23 Lindsay Lane	(03)	2007		
Andrew Grimes	103 Oak Street	(00)	2006		
Michele Williams	31 Melbourne Ave.	(04)	2007		
Harold S. Torman	77 Sunnyside Ave.	(03)	2007		
Robert LeLacheur	47 County Road	(99)	2005		
Marsie K. West	3 Whitehall Lane	(03)	2006		

<b>FinCom Appointment Committee</b>	<b>3</b>	<b>1 yr.</b>			
Alan E. Foulds, Chairman	9 Ide Street		Indef.	<b>B.V. of O.</b>	
				<b>Moderator</b>	
James Francis	156 Prospect Street		Indef.	<b>B.V. of O.</b>	
				<b>F.Chr.</b>	
Richard Schubert	119 Winthrop Ave.		Indef.	<b>B.V. of O.</b>	
				<b>Chr. BOS</b>	

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<b>Health Insurance Advisory Committee</b>		<b>3 yrs.</b>			
Stan Quinlan	Coolidge				Teachers
Pat Iapicca	15 Union St.				Patrolmen
Richard Davidson	Birch Meadow				School
Sherry Carpenella	62 Oakland Road				School
William High	16 Lowell Street				Eng/WTP
George Strazzere	16 Lowell Street				DPW
Michael Cloonan	15 Union Street				Sup. Officers
Arthur Vars	Fire Department				Fire Fighters
Paula Santarpio	RMHS				Cafeteria
Joe Coughlin	16 Lowell Street				Custodians
					Dispatchers
Darlene Porter	Building Maint.				Sch. Clerical
Jack Flaherty	RMLD				RMLD Line
Beth Ellen Antonio	RMLD				RMLD Non-Union
					RMLD Clerical
Paula Schena	16 Lowell Street				Town Non-Union
Lynn Dunn	Barrows				Nurses
Roberta Guarciariello	Barrows				Ed. Assistants

<b>Historical Commission</b>	<b>5 + Associates</b>	<b>3 yrs.</b>	<b>BOS</b>		
Virginia M. Adams, Chr.	59 Azalea Circle	(78)	2005		
Mark Cardono, Secretary	26 Boswell Road	(98)	2007		
Roberta M. Sullivan, Treasurer	76 Minot Street	(96)	2005		
Wilbar M. Hoxie	31 Green Street	(93)	2006		
Sharlene Reynolds Santo	46 Wakefield St.	(99)	2007		
Sarah Hilgendorff List (Assoc.)	43 Wakefield St.	(01)	2005		

<b>Housing Authority</b>	<b>5</b>	<b>5 yrs.</b>	<b>BOS</b>		
John A. Coote, Chairman	332 Summer Ave.	(01)	2008		
Karen Flammia, V. Chr.	19 Vista Ave.	(00)	2005		
Mary E. Connors	52 Sanborn St. Apt. 103	(96)	2007		
Diane Cohen, Treasurer	51 Redgate Lane	(04)	2006		State Appts.
Timothy Kelley	84 Woburn Street	(96)	2009		

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<b>Human Relations Advisory Committee</b>	<b>9</b>	<b>3 yrs.</b>			<b>BOS</b>
Margaret Soli, Chairman	19 James Road	(01)	2005		
Vacancy		( )	2007		
Sheri Breen	93 Harnden Street	(02)	2005		
Elaine Webb (School)	309 Pearl Street	(04)	2005		
Paul Kelley	56 Sunnyside Avenue	(01)	2006		
Charles McDonald (BOS)	41 Canterbury Drive	(03)	2006		
Bob Silva (Police)	15 Union Street	(01)	2007		
Sumi Sinnatamby	15 Fremont Street	(01)	2006		
Nancy M. Najmi	65 Marla Lane	(04)	2007		

<b>Landbank Committee</b>	<b>3</b>	<b>3 yrs.</b>			<b>BOS</b>
Benjamin E. Nichols, Chairman	25 Avon Street	(66)	2005		
George B. Perry, II, V. Chr.	230 Franklin Street	(82)	2007		
Edward G. Smethurst	86 Gleason Road	(88)	2006		

<b>MBTA Advisory Board</b>	<b>1</b>	<b>Indef.</b>			<b>T. Mgr.</b>

<b>(MEPA) Rep to Citizens Advisory Committee</b>	<b>1 + Alternate</b>	<b>Indef.</b>			<b>BOS</b>
Steven G. Oston	66 Sturges Road				
Robert F. Cashins (Alternate)	12 Ash Hill Road				

<b>Metropolitan Area Planning Council</b>	<b>1 + Alternate</b>	<b>3 yrs.</b>			<b>BOS</b>
William F. Crowley	42 Locust Street	(94)	12/06		
Vacancy (Alternate)			12/05		

<b>Moderator</b>					<b>Elected</b>
Alan Foulds	9 Ide Street		March 05		

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<b>Municipal Light Board</b>	<b>5</b>	<b>3 yrs.</b>			<b>Elected</b>
Philip B. Pacino, Chr.	5 Washington St. Unit D6	(87)	Mar'07		
Ellen C. Kearns	2 Beaver Road	(04)	Mar'07	(05)	
Daniel Ensminger, Sec.	6 Oakland Rd.	(03)	Mar'06		
Robert Soli	19 James Road	(02)	Mar'05		
Andrew K. Herlihy	432 Haverhill Street	(02)	Mar'06		

<b>Mystic Valley Elder Services, Inc.</b>	<b>2</b>	<b>3 yrs.</b>			
Richard Anderson	15 Colonial Drive		9/30/06	<b>COA</b>	
Rheta C. McKinley	4 Elderberry Lane 211		9/30/06	<b>BOS</b>	

<b>North Suburban Planning Council</b>	<b>4</b>				<b>BOS</b>
Camille Anthony	26 Orchard Park Drive	(04)	2007		
Richard Schubert (BOS Alt.)	119 Winthrop Ave.	(01)	2007		
Vacancy		( )	2006		<b>CPDC</b>
Vacancy (CPDC Alt.)		( )	2006		

<b>RMLD Citizen Advisory Board</b>	<b>1</b>	<b>3 yrs.</b>			<b>BOS</b>
Fred Van Magness	243 Franklin St.	(02)	2005		

<b>Recreation Committee</b>	<b>8 + 1 Sch. Com. + Alt.</b>	<b>3 yrs.</b>			<b>BOS</b>
Patrick Fennelly, Chairman	9 Arlington St.	(02)	2005		
Nancy Linn Swain, V. Chr.	35 Minot Street	(03)	2006		
Jack Downing	91 Whittier Road	(97)	2005		
Francis Driscoll	7 Ordway Terrace	(04)	2007		
Mary Anne Kozlowski	16 Weston Road	(03)	2005	<b>Sch. Com.</b>	
Steve Meehan	11 Vista Avenue	(04)	2007		
Frederick Shaffer	67 Woburn St.	(03)	2007		
Mary Ellen Stolecki	33 Lewis Street	(00)	2006		
John Winne	29 Clover Circle	(97)	2006		
Christopher Campbell (Assoc.)	12 Overlook Road	(93)	2005		
Michael DiPetro (Assoc.)	23 Sanborn Lane	(04)	2005		
Catherine R. Kaminer (Assoc.)	37 Warren Avenue	(88)	2005		

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<b>Regional School District Committee</b>	<b>1</b>	<b>4 yrs.</b>			<b>Elected</b>
Robert S. McCarthy	39 Pine Ridge Road	(98)	Nov'04		

<b>Rules Committee</b>	<b>8</b>	<b>1yr. - No more than 6 consecutive yrs.</b>		<b>Prec. Mem.</b>
William R. Grace (Precinct 1)	389 Haverhill St.	(03)		
Peter G. Coumounduros (Prec. 2)	24 Smith Avenue	(01)		
Douglas A. Bruce (Precinct 3)	67 John Street	(99)		
Glen M. Hartzler (Precinct 4)	119 West St.	(03)		
Robert L. Fuller (Precinct 5)	450 Summer Ave.	(03)		
Mary Ellen O'Neill (Prec. 6)	125 Summer Ave.	(03)		
Jeffrey W. Struble (Precinct 7)	4 Tower Road	(03)		
Karen G. Herrick (Precinct 8)	9 Dividence Road	(03)		

<b>School Committee</b>	<b>6</b>	<b>3 yrs.</b>		<b>Elected</b>
Carl McFadden, Chairman	33 Wakefield St.	(02)	Mar'05	
Robert L. Spadafora Jr., V. Chr.	10 Corey Lane	(03)	Mar'06	
John Carpenter	114 Hanscom Ave.	(03)	Mar'06	
Harvey J. Dahl	16 Tennyson Road	(98)	Mar'07	
Lisa Gibbs	59 Minot Street	(04)	Mar'05	
Elaine L. Webb	309 Pearl St.	(03)	Mar'07	

<b>Sick Bank Committee</b>	<b>9</b>	<b>3 yrs.</b>		
Elizabeth W. Klepeis, Chairman	16 Lowell Street	2006	<b>T. Mgr.</b>	
Margaret A. Campbell, Sec.	16 Lowell Street	2007	<b>T. Mgr.</b>	
Marie Ammer	16 Lowell Street	2005	<b>T. Mgr.</b>	
Vacancy (Dispatcher)	15 Union Street	2005	<b>Union</b>	
Kevin Patterson (Police Sup.)	15 Union Street	2005	<b>Union</b>	
Tom Ward (DPW)	16 Lowell Street	2006	<b>Union</b>	
Carol Roberts	16 Lowell Street	2005	<b>T. Mgr.</b>	
Tom Murphy (Police Patrol)	15 Union Street	2005	<b>Union</b>	
Tom Gardiner (Eng./WTP)	16 Lowell Street	2007	<b>Union</b>	

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<b>Solid Waste Committee</b>	<b>7</b>	<b>3 yrs.</b>			<b>BOS</b>
Gregory Russo	32 Granger Ave.	(03)	2006		
Susan Giacalone, V. Chr.	9 Orchard Park Drive	(99)	2005		
Vacancy		( )	2007		
Lois R. Macelhiney	22 Willow Street	(04)	2005		
Vacancy		( )	2005		
Mary E. Becker	126 Charles Street	(00)	2006		
David Williams	258 Haverhill Street	(03)	2007		

<b>Telecommunications and Technology Advisory Committee</b>					
	<b>5</b>	<b>3 yrs.</b>			<b>BOS</b>
Domenic J. LaCava, Chr.	38 Francis Drive	(02)	2005		
Douglas Cowell	958 Main St.	(99)	2005		
James Keigley	3 Pilgrim Road	(02)	2007		
Tom Mottl	93 Oak Street	(03)	2006		
John Greichen	22 Dudley Street	(03)	2007		
Benjamin T. Ream (Assoc.)	972 Main Street	(04)	2005		

<b>Town Forest Committee</b>	<b>3</b>	<b>3 yrs.</b>			<b>BOS</b>
George B. Perry, II, Chairman	230 Franklin Street	(76)	2006		
Louis deBrigard	37 Auburn Street	(02)	2005		
Benjamin E. Nichols, Secretary	25 Avon Street	(77)	2007		
Alice C. Grau (Assoc.)	12 Walnut Street	(04)	2005		
Thomas W. Connery (Assoc.)	101 Beaver Road	(03)	2005		

<b>Water, Sewer &amp; Storm Water Management Advisory Committee</b>					
	<b>5</b>	<b>3 yrs.</b>			<b>BOS</b>
Stephen L. Crook, Chairman	137 Pleasant Street	(01)	2006		
Richard J. Moore	5 Elm Street	(94)	2005		
John Wood, Secretary	213 Pleasant St.	(02)	2007		
Steve Oston	66 Sturgis Road	(01)	2007		
Vacancy		( )	2005		

BOS – Board of Selectmen; T. Mgr. – Town Manager; Mod. – Town Moderator; B.V. of O. – By virtue of office; Sch. Com. – School Committee; FChr. – Finance Committee Chairman; E. by E. – Elected by Employees. \*All terms expire June 30 of year noted, unless indicated otherwise.







